

60s

Set 14-18



MODERN BUSINESS FORMS

by THE DRAWING BOARD, INC.

TIME SAVERS

For the Executive Who Appreciates the Value of Time

- All of the Business Aids described in the enclosed catalog will save your time, and add renewed efficiency in the office.
- Each of these carefully thought out forms was created because of a business need for it. And each was carefully tested before being offered in this catalog. They are work savers well worth their small cost.
- Each one offers smoother handling of office details, less fuss and feathers, more time for the hurried business and professional man.
- You can try, without risk, one or all Drawing Board Business Aids.
- Your trial order does not obligate you. Every Drawing Board product you buy is "on trial" until you are satisfied. You like it or you don't pay. Look through the catalog right now and order a few Drawing Board Business Aids — designed to make all your efforts more rewarding.

Sincerely,

Selwyn George

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THE DRAWING BOARD, INC. 9030 Viscount Row • Dallas, Texas • ME 7-0390

THIS IS THE ORIGINAL NOTE-O-GRAM®
OFTEN IMITATED BUT NEVER EQUALLED

NOTE-O-GRAM®
THE DRAWING BOARD • BOX 505 • DALLAS, TEXAS

YOUR COMPANY NAME
YOUR ADDRESS • CITY, STATE, ZIP CODE • TELEPHONE NUMBER

M E S S A G E

TO

DATE

BY

REPLY

DATE

SIGNED

INSTRUCTIONS TO SENDER: KEEP YELLOW COPY. 2. SEND WHITE AND PINK COPIES WITH CARBON INTACT.

INSTRUCTIONS TO RECEIVER: WRITE REPLY. DETACH STUB, KEEP PINK COPY. RETURN WHITE COPY TO SENDER.

Size 8½ x 7¾

NOTE-O-GRAM® (Form NO-R73)

- Routine Correspondence
- Inter-Office Memos
- Salesmen on the Road
- Requests

This speedy 3-part letter form cuts correspondence costs in half! Get out twice as many letters with the country's most versatile message form that eliminates addressing envelopes and gives you and the recipient clear copies of all messages and replies on one sheet. Simple as 1-2-3 — you write your message and snap out the yellow copy for your files. The recipient answers in the "Reply" section and keeps the pink copy, returning the NOTE-O-GRAM with your original message. There's no searching for a previous letter as it is right there with the reply.

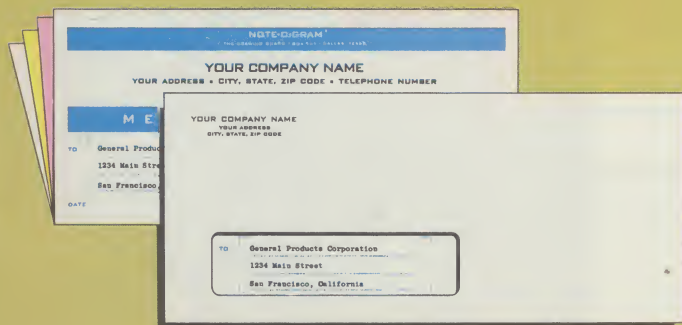
Fits Standard #10 Window Envelope

Fold just once and insert into a #10 window envelope (see "G" envelope page 34) — The address shows through. Eliminates addressing envelopes — a real time saver!

NOTE-O-GRAM PRICE SCHEDULE

500	1000	2000	3000	4000	5000
\$14.95	\$26.75	\$47.60	\$65.85	\$82.00	\$97.50

Prices include personalizing in Red or Black Ink
We can use your cut at no extra charge. Add \$6.50 if we must make cut. Add \$3.50 for special type style.



(See following page for 8½ x 11 Note-O-Gram and No-Carbon Note-O-Gram)

EVERYONE USES TIME-SAVING,
WORK-SAVING NOTE-O-GRAMS
AND MEMO-LETTERS!

NCR (No Carbon) NOTE-O-GRAM® Form NO-N73

The modern, chemical action of NCR paper gives you clear, clean copies without carbon interleaving on this regular size Note-O-Gram ($8\frac{1}{2} \times 7\frac{3}{4}$) which is otherwise identical to form on preceeding page.

500	1000	2000	3000	4000	5000
\$19.95	\$34.95	\$65.00	\$90.00	\$112.00	\$133.00

Prices include personalizing in Red or Black Ink

$8\frac{1}{2} \times 11$ NOTE-O-GRAM® (Form NO-R113)

A larger Note-O-Gram similar to form on preceeding page designed for correspondence requiring longer messages or replies, folds twice to fit #10 window envelope.

250	500	1,000	3,000	5,000
\$11.75	\$17.85	\$32.15	\$76.95	\$118.25

Prices include personalizing in Red or Black Ink

DID YOU KNOW?

The Dartnell Corporation finds that the average business letter costs \$2.44 and is going higher. Executive and secretarial costs account for 63% of this figure . . . but today's busy executive can cut down on dictating, transcribing and filing with Note-O-Grams and Memo-Letters. With such handy letter forms, secretaries send out 50% more correspondence — and when the secretary is out, "the boss" finds it is so simple to handle his own last-minute mail.

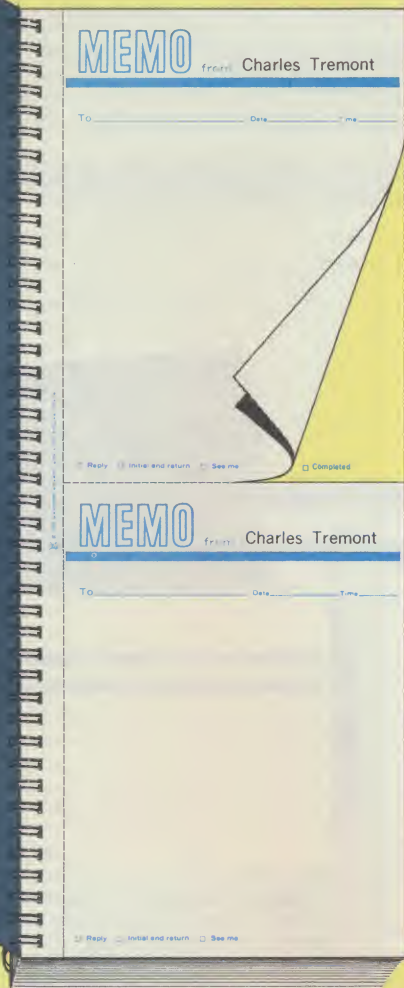
NCR MEMO-LETTER® (Form ML-N72)

Designed for correspondence that does not require a reply, this speedy 2-part form on NCR (No Carbon) paper lets you communicate quickly and effectively, gives you clear copies of your important memos for follow-up. Perfect for every busy executive — just write it down, snap apart, fold in half for a #10 window envelope — the address shows through. Size $8\frac{1}{2} \times 8\frac{1}{2}$

500	\$13.95	3000	\$63.00
1000	24.95	4000	78.40
2000	45.50	5000	93.10

Prices include personalizing in Black Ink

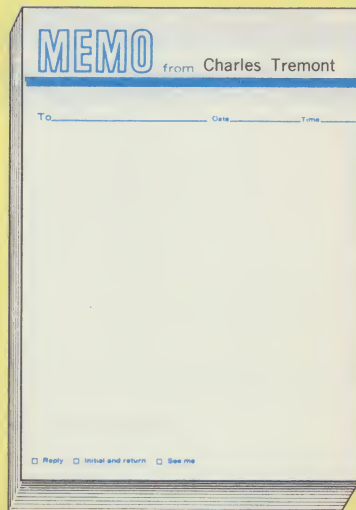
Book Size 4½" x 11"



MEMO-GRAMS® (Item MG)

Don't Say It — Write It! A written memo eliminates confusion — instructions are clear and understood. But memos need follow-up to be really effective, and with NCR Memo-Grams you have a permanent record of every memo you write! Memo-Grams give you neat, carbon-less memos in a handsome wire-bound book that lies flat for easy writing. Personalized with your name at a small cost.

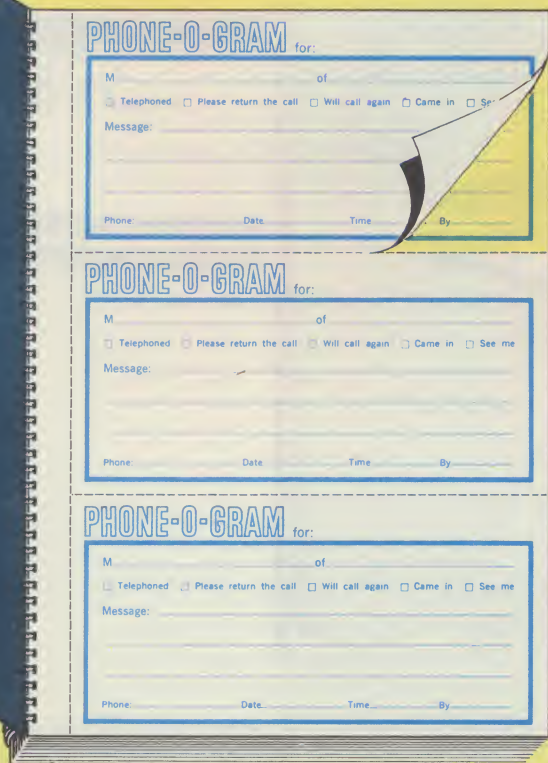
4 Books (600 memos and duplicates)	. . \$ 7.50	For Personalizing Add: \$1.25
8 Books (1200 memos and duplicates)	. . 14.40	" 1.50
16 Books (2400 memos and duplicates)	. . 26.50	" 2.00
32 Books (4800 memos and duplicates)	. . 43.25	" 3.00



PADDED MEMO-GRAMS® Item P. 66

Memo-grams personalized and padded in plain white desk pads, (not NCR), size 4 x 5½, padded in 100's.

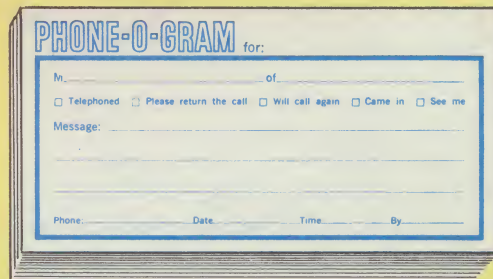
1000 Memograms	 \$ 7.50
2000 Memograms	 13.50
3000 Memograms	 19.50
5000 Memograms	 31.25



PHONE-O-GRAMS® (Item PG)

NCR paper makes Phone-o-grams the neatest way to handle all your incoming calls, giving you a permanent bound record for instant reference. Plenty of space for names, numbers, message, etc.

2 Books (550 calls and duplicates)	. . . \$ 4.40
4 Books (1100 calls and duplicates)	. . . 8.80
8 Books (2200 calls and duplicates)	. . . 13.20
16 Books (4400 calls and duplicates)	. . . 22.00



PADDED PHONE-O-GRAMS® (Item P. 76)

Phone-o-grams padded in plain white desk pads (not NCR) size 3 x 5¾, padded in 100's.

2M	. . \$3.15 per M	5M	. . \$2.75 per M
4M	. . 2.95 per M	10M	. . 2.50 per M

Book Size 6¼" x 8½"

NEVER A QUESTION WITH FOOL-PROOF PURCHASE ORDERS

NEVER A QUESTION WITH FOOL-PROOF PURCHASE ORDERS

DATE: _____ ITEM: _____ QTY: _____ PRICE: _____ TOTAL: _____

QUANTITY: _____ PRICE: _____ TOTAL: _____

REMARKS: _____

ACKNOWLEDGMENT

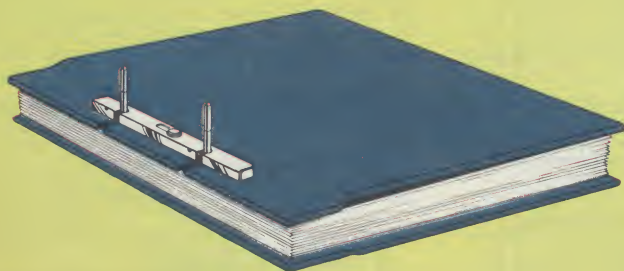
PLEASE SIGN AND RETURN IMMEDIATELY

SIGNATURE: _____ DATE: _____

OUR PURCHASE ORDER NUMBER WILL APPEAR ON ALL INVOICES, PACKING SLIPS AND DELIVERY

"ACKNOWLEDGEMENT" appears on part 2 (yellow) of all 4 and 5-Part purchase order forms at no extra charge.

Purchase Order Form PO-R73 (3-Part)

 $(8\frac{1}{2} \times 7\frac{3}{4})$ 

ECONOMY BINDERS will hold any standard 2-hole punched form, have posts $2\frac{3}{4}$ " apart center to center. Perfect for all forms shown in this catalogue including voucher checks, purchase orders, invoices, padded forms, etc. Made of slate canvas over heavy weight board with square corners. 3" capacity.

SL-679 for sheets 8½ x 7	\$3.90 each
SL-682 for sheets 8½ x 11	4.25 each

[illegible]

Purchase Order Form PO-R113 (3-Part)

 $(8\frac{1}{2} \times 11)$

THE PRACTICAL, BUSINESS-LIKE WAY TO HANDLE BILLING

[illegible]

Invoice Form IV-R73 (3-Part)

 $(8\frac{1}{2} \times 7\frac{3}{4})$

"PACKING LIST" copy furnished as part 5 (goldenrod) on either size invoice form. No extra charge. IV-R75 (5-Part)

PURCHASE ORDERS & INVOICES

THESE HANDY SNAP-APART FORMS are foolproof systems for billing and purchasing, providing original and clear copies of every transaction with one typing. Spaces provided for every item: quantity, price, terms, f.o.b. point, etc. Each folds to fit a #10 Window Envelope. Each part except first part (white) is two-holed punched for filing in a standard post binder. Forms can be serially numbered for easy reference at a small cost.

Forms can be imprinted in red or black ink. Your company signature or trademark can be imprinted at no extra charge when cut is supplied. If cut must be made by us, add \$6.50

PRICES INCLUDE PERSONALIZING

For numbering, add \$1.50 and give starting number

INVOICE							
YOUR COMPANY NAME YOUR ADDRESS • CITY, STATE, ZIP CODE • TELEPHONE NUMBER							
SOLD TO				SHIPPED TO			
DATE		IN • SHIPMENT	SHIPPED VIA	YOUR ORDER NO.	F.B.S.	TERMS	INVOICE NO.
Nº		350					
QUANTITY	DESCRIPTION					PRICE	AMOUNT

870-000000-0000 - 000 00 • Invoice Form •

Invoice Form IV-R113 (3-Part)

 $(8\frac{1}{2} \times 11)$

Quantity	PURCHASE ORDERS			INVOICES		
	Regular Size 8½ x 7¾			Regular Size 8½ x 7¾		
	PO-R73 (3-Part)	PO-R74 (4-Part)	PO-R75 (5-Part)	IV-R73 (3-Part)	IV-R74 (4-Part)	IV-R75 (5-Part)
500	\$14.95	\$ 17.20	\$ 19.45	\$14.95	\$17.20	\$19.45
1,000	26.75	30.76	34.75	26.75	30.76	34.75
2,000	47.60	54.60	61.85	47.60	54.60	61.85
3,000	65.85	75.75	85.60	65.85	75.75	85.60
5,000	97.50	112.15	126.75	97.50	112.15	126.75
	8½ x 11 Size			8½ x 11 Size		
	PO-R113 (3-Part)	PO-R114 (4-Part)	PO-R115 (5-Part)	IV-R113 (3-Part)	IV-R114 (4-Part)	IV-R115 (5-Part)
500	\$ 18.40	\$ 21.10	\$ 23.90	\$ 18.40	\$ 21.10	\$ 23.90
1,000	32.75	37.50	42.25	32.75	37.50	42.25
2,000	57.60	66.25	74.85	57.60	66.25	74.85
3,000	80.85	92.95	105.10	80.85	92.95	105.10
5,000	122.50	140.85	159.25	122.50	140.85	159.25

PRACTICAL, EFFICIENT, LOW COST VOUCHER CHECKS

© THE DRAWING BOARD • BOX 505 • DALLAS, TEXAS
FORM NO. 2A
0-38728-D 3

No 7853

YOUR COMPANY NAME
1234 MAIN STREET • ANYWHERE, U.S.A.

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

YOUR BANK NAME
ANYWHERE, U.S.A.

YOUR COMPANY NAME

⑆1810⑆0001⑆ 02 9841 4⑈

YOUR COMPANY NAME
PLEASE DETACH AND KEEP THIS STATEMENT
BY ENDORSEMENT THE CHECK IS ACCEPTED IN FULL PAYMENT OF ITEMS DESCRIBED BELOW.
NO RECEIPT REQUIRED. IF ERROR IS FOUND PLEASE RETURN BOTH PARTS

Stub A

Check VC-2 (8½ x 7¾)

Note: Second and third copies are 2-hole punched.

VOUCHER CHECKS (Forms VC-1 and VC-2)

Take the confusion out of bill paying — Snap-apart voucher checks are a foolproof checkwriting system. With one typing you have an original check and two copies. One copy is attached to the invoices or statements you are paying and filed alphabetically by the supplier's name. The other copy is filed in numerical order as a check register.

Avoid paying the same bill twice, speed up your bookkeeping, and simplify your filing with voucher checks, available in 2 check styles with a choice of 3 stubs. Original check is on blue safety paper, duplicates on white and yellow.

Checks are imprinted with your company name, bank name, and are numbered. If your bank uses MICR coding, we will imprint your code at no extra charge. When ordering, please send a void copy of the check you are now using. We can imprint your logo at no extra charge if an actual size cut is furnished. If we must make cut, add \$6.50.

CHECK VC-1 is used with a window envelope and eliminates typing on the envelope.

CHECK VC-2 can be used with any standard #9 or #10 business envelope.

STUB A: Blank stub lets you fill in as your needs demand.

STUB B: Primarily for accounts payable with space for itemization.

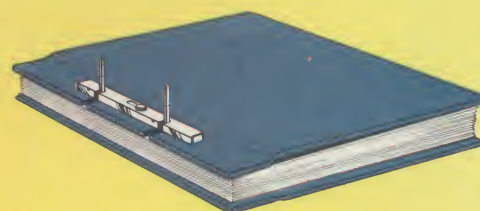
8 **STUB C:** Lets the check serve for both accounts payable and payroll.

RUSH SERVICE GIVEN ON ALL VOUCHER CHECK ORDERS

VOUCHER CHECKS VC-1 and VC-2

500 checks	23.95
1000 checks	39.95
2000 checks	67.60
3000 checks	97.55

Prices include imprinting



POST BINDER (Item SL-679)

For easy-reference filing of third copies of all Voucher Checks, \$3.90 each.

PRACTICAL, EFFICIENT, LOW COST VOUCHER CHECKS

© THE DRAWING BOARD • BOX 505 • DALLAS, TEXAS
FORM NO. 1C
0-38728-3

No 7853

YOUR COMPANY NAME
1234 MAIN STREET • ANYWHERE, U.S.A. DATE _____

PAY _____ DOLLARS \$ _____
TO THE ORDER OF _____

YOUR COMPANY NAME

YOUR BANK NAME ANYWHERE, U.S.A. _____

⑆1810⑉0001⑆ 02 9841 4⑈

YOUR COMPANY NAME

PLEASE DETACH BEFORE DEPOSITING. BY ENDORSEMENT THE CHECK IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING:

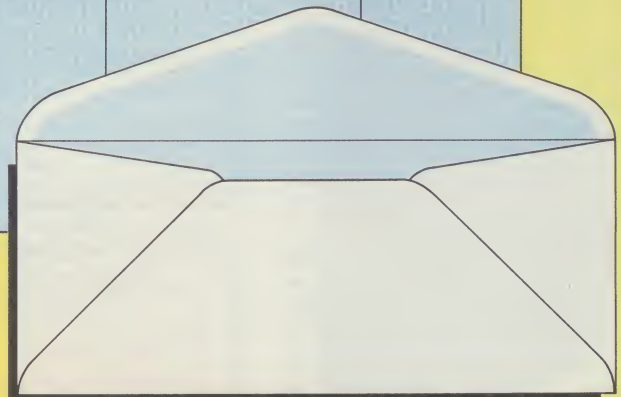
PERIOD ENDING	HOURS			EARNINGS				DEDUCTIONS					NET PAY
	REG.	O.T.	TOTAL	REGULAR	OVERTIME	OTHER	TOTAL	F.I.C.A.	WITHHOLD- ING TAX	STATE TAX	INS.		

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	OUR NUMBER	AMOUNT OF INVOICE	DEDUCTIONS	AMOUNT PAID

Check VC-1 (8½ x 7¾)

Stub C

Please specify check style, stub style,
and starting number when ordering.
Extra Signature Line can be added at no additional cost.



Stub B

YOUR COMPANY NAME

PLEASE DETACH BEFORE DEPOSITING. BY ENDORSEMENT THE CHECK IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING:

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	OUR NUMBER	AMOUNT OF INVOICE	DEDUCTIONS	AMOUNT PAID

YOUR COMPANY NAME
YOUR ADDRESS
CITY, STATE, ZIP CODE

[Rectangular Window]

Stub C

YOUR COMPANY NAME

PLEASE DETACH BEFORE DEPOSITING. BY ENDORSEMENT THE CHECK IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING:

PERIOD ENDING	HOURS			EARNINGS				DEDUCTIONS					NET PAY
	REG.	O.T.	TOTAL	REGULAR	OVERTIME	OTHER	TOTAL	F.I.C.A.	WITHHOLD- ING TAX	STATE TAX	INS.		

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	OUR NUMBER	AMOUNT OF INVOICE	DEDUCTIONS	AMOUNT PAID

WINDOW ENVELOPES (WE-10)

Special lithographed pattern lines the envelope, prevents
show through, and assures you complete privacy in mail-
ing. For Check VC-1.

500 envelopes	9.25
1000 envelopes	12.50
2000 envelopes	21.95
3000 envelopes	31.25

Prices include imprinting

Personalized with your name,
address, telephone number

Serially numbered
at no extra cost

NCR paper
eliminates carbons

Duplicates permanently
bound for easy reference.

YOUR NAME IMPRINTED
YOUR ADDRESS • CITY • STATE • ZIP CODE
TELEPHONE NUMBER

Nº 093

DATE _____ 19__

RECEIVED FROM _____

THE SUM OF _____ DOLLARS \$

FOR _____

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

☐ CASH ☐ CHECK ☐ M.O.

Thank You! BY _____

YOUR NAME IMPRINTED
YOUR ADDRESS • CITY • STATE • ZIP CODE
TELEPHONE NUMBER

Nº 094

DATE _____ 19__

RECEIVED FROM _____

THE SUM OF _____ DOLLARS \$

FOR _____

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

☐ CASH ☐ CHECK ☐ M.O.

Thank You! BY _____

YOUR NAME IMPRINTED
YOUR ADDRESS • CITY • STATE • ZIP CODE
TELEPHONE NUMBER

Nº 095

DATE _____ 19__

RECEIVED FROM _____

THE SUM OF _____ DOLLARS \$

FOR _____

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

☐ CASH ☐ CHECK ☐ M.O.

Thank You! BY _____

YOUR NAME IMPRINTED
YOUR ADDRESS • CITY • STATE • ZIP CODE
TELEPHONE NUMBER

Nº 096

DATE _____ 19__

RECEIVED FROM _____

THE SUM OF _____ DOLLARS \$

FOR _____

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

☐ CASH ☐ CHECK ☐ M.O.

Thank You! BY _____

Book Size 7½ x 11

Receipt Size 2¾ x 6¾

NCR RECEIPT BOOKS

2-Part (Item RB) and 3-Part (Item RB-3)

No carbon paper needed! These handsome NCR Receipt Books are carefully personalized with your name, address, and telephone, and are serially numbered at no extra cost. Special wire binding lets receipts lie flat for easy writing. Cover is of durable brown stock, receipts white. Duplicates stay permanently bound for reference or storage. Duplicates are yellow in 2-part books, yellow and pink in 3-part books. This is the finest receipt book system on the market. When ordering, give starting number. Otherwise your receipts will start with No. 100.

No. of Receipt Books		2-Part (Item RB)	3-Part (Item RB-3)
2 Books	500 Receipts 500 Duplicates	\$ 9.95	\$13.25
4 Books	1000 Receipts 1000 Duplicates	14.92	19.90
6 Books	1500 Receipts 1500 Duplicates	19.90	26.50
12 Books	3000 Receipts 3000 Duplicates	38.00	50.65

Prices include personalizing and numbering.

Each Receipt Book is supplied with a cardboard insert to be placed between sets to prevent impression on following pages.

HEADLINERS

ITEM H-A



INSIDE: We thought you might need a copy of the recent write-up about you in the paper. So please accept, with our highest regards, this "extra" clipping!

FOR SENDING PROSPECTS CLIPPINGS ABOUT THEMSELVES

ITEM H-C



INSIDE: . . . so we've quickly clipped this out! We were so glad to read about you — the best news is always what good people like you are doing. Others like to hear about it, too, so here's a copy of the latest news about you!

ITEM H-B

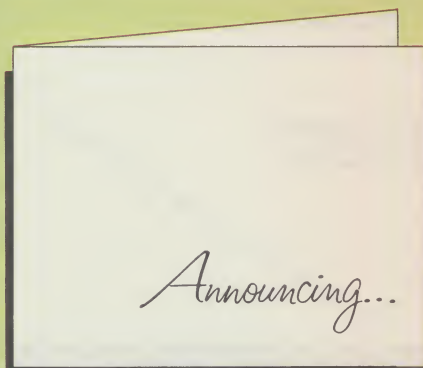


INSIDE: And here's the clipping to prove it! We're always interested in you . . . and it was a pleasure to read about you the other day. We thought you might need a copy of the write-up to keep someone else up to date on what you're doing!

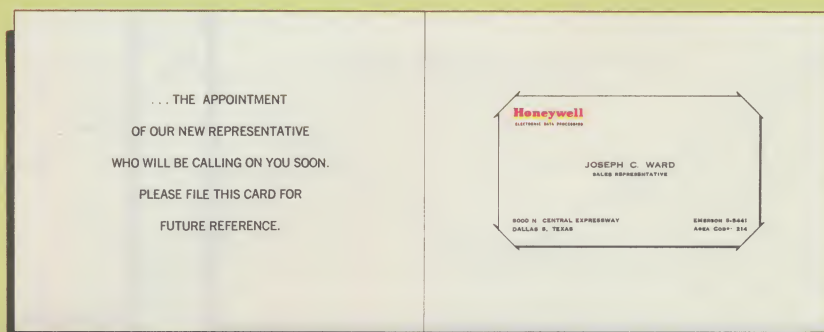
A PROVEN WAY TO DRUM UP BUSINESS — Send prospects news clippings about themselves in an original full color Headliner Card, imprinted with your name, address and telephone number. A good way to open doors for people in real estate, insurance, banking, all service businesses — turns a 10¢ newspaper, a secretary, and a pair of scissors into a good public relations program. Also available with blank insides for personal notes. For special inside wording, add \$6.50. Size 4¼ x 5½.

100 — \$7.95 250 — \$14.95 500 — \$24.95 1,000 — \$44.95 1,500 — \$60.50 2,000 — \$74.95

PRICES INCLUDE IMPRINTING. Deduct 10% for Headliners without name imprinted, or if you wish blank insides.



EC — 1



EC — 1 (inside)

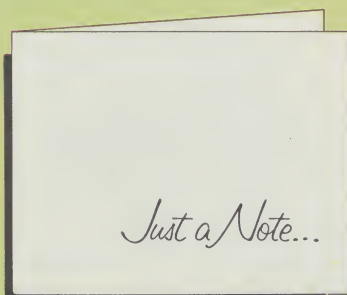
ENCLOSE-A-CARDS

All designs die-cut to hold business card

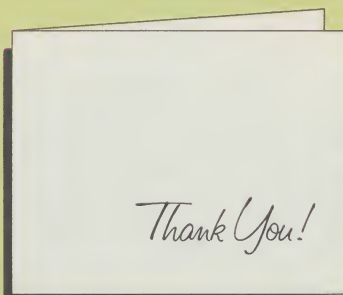
ENCLOSE-A-CARD BUSINESS NOTES are a new idea in business correspondence that dramatizes your business card. They are useful for short notes, announcements, or thank-you cards. Printed in raised, jet-black Dimension Print®. Enclose-A-Cards can be printed inside as you wish and come with plain matching envelopes — just snap in your business card and they're ready to send. Folded size 3⅜ x 5⅞.

Prices include envelopes

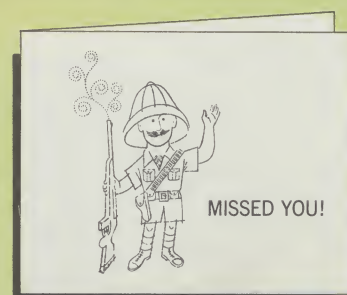
Prices for cards as shown:	250 — \$ 7.95	500 — \$15.00	1,000 — \$28.50
Prices with your own wording:	250 — \$15.50	500 — \$22.50	1,000 — \$34.50



EC — 2 (Blank inside)



EC — 3 (Blank inside)



EC — 4 (Inside: But I'll call again!)

Top Brass EXECUTIVE STATIONERY

FEATURING FINE RAISED-LETTER PRINTING BY **DIMENSION PRINT®** ON 100% RAG PAPER BY

Crane's
SINCE 1801



ROBERT W. STRICKLAND
24 COMMERCE TOWERS
PORTLAND, OREGON 97222

LETTERHEAD L-700-B (7¼ X 10½)

Style A

Frank M. Robertson

7204 NORTHAVEN ROAD
CHICAGO, ILLINOIS 60605

Style B

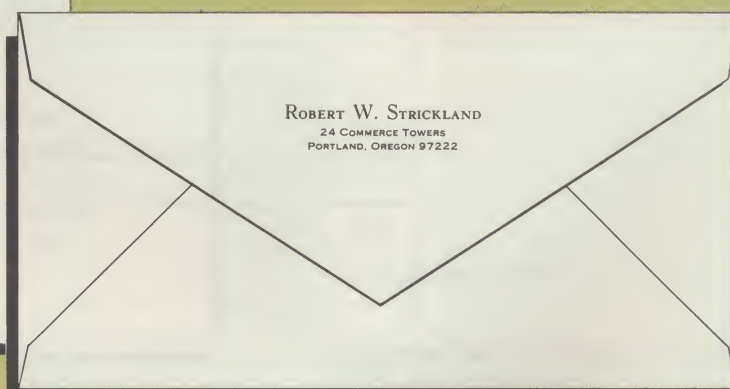
ROBERT W. STRICKLAND

24 COMMERCE TOWERS
PORTLAND, OREGON 97222

Style C

CHARLES SCHROEDER

4927 DIVIDEND DRIVE
NEW YORK, NEW YORK 10722



ROBERT W. STRICKLAND
24 COMMERCE TOWERS
PORTLAND, OREGON 97222

ENVELOPE E-700-B (3⅞ X 7½)

TOP BRASS STATIONERY is for the successful executive who is often called on to write letters involving matters for which your regular business letterhead won't do — a note of sympathy or congratulation, for example, or acknowledgement of some civic appointment or activity. Letters like these require something more than your usual business letterhead.

CRANE PAPER, the very finest in 100% rag personal correspondence paper, is used for Top Brass stationery in a crisp 24 lb. weight, 7¼ X 10½, a warm, off-white color. Your name and address (or name only, if you prefer) are imprinted in raised Dimension-Print®. Each sheet and envelope is guaranteed perfect — anything less will not do. Order Top Brass stationery now and see how much more effective your personal correspondence becomes. There is hardly a smaller expense that can bring larger returns.

DIMENSION-PRINT® produces a raised, jet-black letter, sharply defined formerly possible only from steel or copper-plate dies. This process duplicates steel die engraving so perfectly it's practically impossible to tell the difference. Dimension-Print gives your letterhead the look of quality and the feel of expensive stationery at a moderate cost.

PRICE SCHEDULE

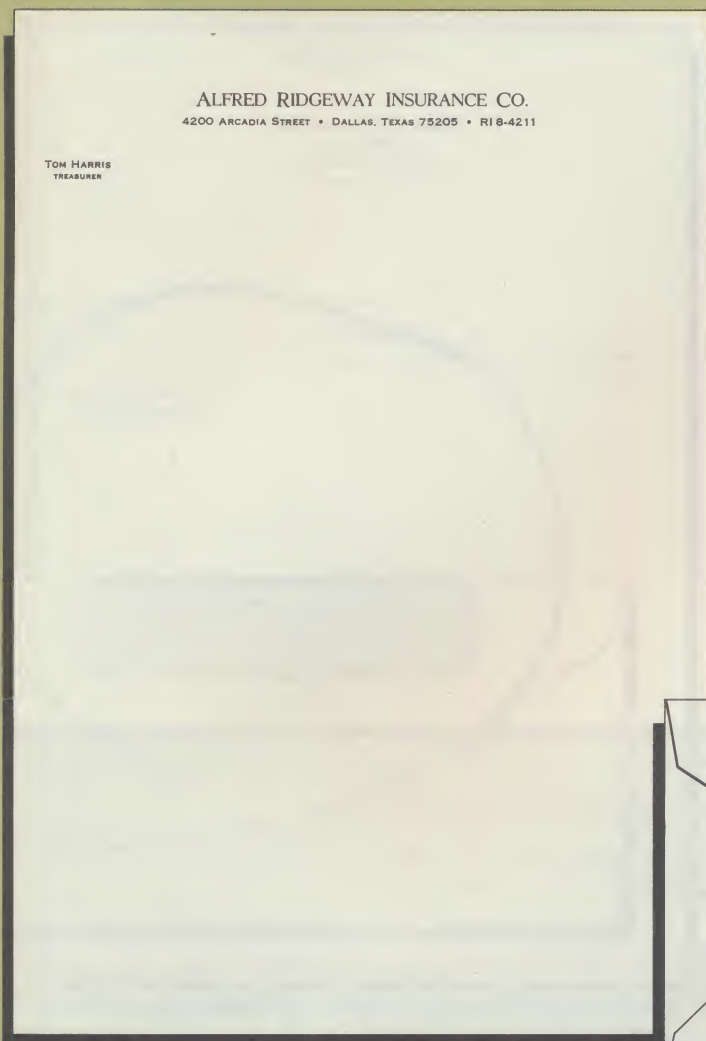
Prices include imprinting on letterheads and envelopes

100 Sets — \$17.00	1,000 Sets — \$90.00
200 Sets — \$32.00	Add'l. 500's — \$40.50
500 Sets — \$55.00	Second sheets, plain — 2½¢ each

Personalized BUSINESS STATIONERY

FEATURING FINE RAISED-LETTER PRINTING BY **DIMENSION PRINT®**

ON FINE DRAWING BOARD BOND (25% RAG)



LETTERHEAD L-600-B (7¼ X 10½)
(Also available in 8½ X 11 — Order L-600-A)

PERSONALIZED BUSINESS STATIONERY — for company correspondence that demands a personal touch, for the extra prestige of your top officials who write letters requiring dignified, conservative stationery with the look of quality. Imprinted in Dimension Print® with your company name and executive's name and title. Orders may be grouped to take advantage of maximum quantity prices. For example, 5 executives in firm can order the 2,500 price and get 500 letterheads for each (add \$1.00 per name change). Available in two sizes — 8½ X 11 and 7¼ X 10½.

DRAWING BOARD BOND — a top grade 25%-rag-content bond with the feel and snap characteristic of fine stationery.

DIMENSION PRINT® produces a raised, jet-black letter that duplicates steel die engraving so perfectly that it's practically impossible to tell the difference, giving your letterhead the look and feel of the most expensive stationery at a moderate cost.

Style A

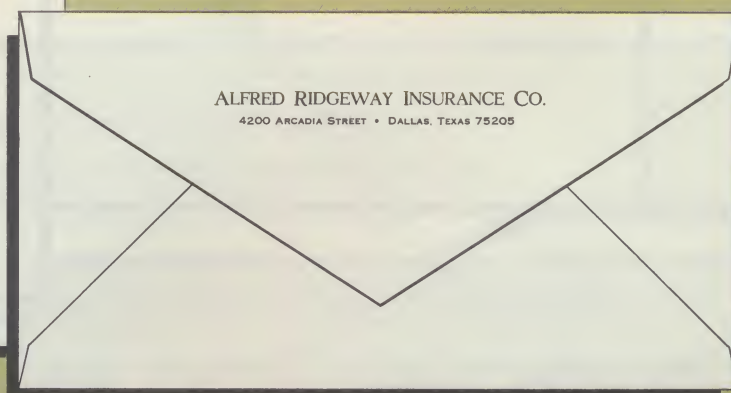
Taylor Manufacturing Company
5900 DREXEL AVENUE • LOS ANGELES, CALIFORNIA 90036 • CE 7-3123
ARNOLD TAYLOR
PRESIDENT

Style B

ALFRED RIDGEWAY INSURANCE CO.
4200 ARCADIA STREET • DALLAS, TEXAS 75205 • RI 8-4211
TOM HARRIS
TREASURER

Style C

CENTRAL FREIGHT DISTRIBUTORS
3015 BAKER AVENUE • CHICAGO, ILLINOIS 60036 • TA 7-0721
JORDAN MILLER
VICE PRESIDENT



ENVELOPE E-600-B (3⅞ X 7½)
(Also available in 4⅞ X 9½ — Order E-600-A)

PRICE SCHEDULE

Prices include imprinting in Dimension Print®

Quantity	LETTERHEADS		ENVELOPES	
	L-600-A 8½ X 11	L-600-B 7¼ X 10½	E-600-A 4⅞ X 9½	E-600-B 3⅞ X 7½
500	\$ 8.70	\$ 7.70	\$10.50	\$ 9.40
1,000	12.40	11.15	17.50	15.65
2,500	28.30	25.20	39.35	35.10
5,000	52.55	46.50	71.65	63.85

If plain print is desired, deduct 10% from above prices.

PROFESSIONAL AND PERSONAL STATIONERY

FEATURING FINE RAISED-LETTER PRINTING BY

DIMENSION PRINT*

Dr. Frank M. Robertson
7204 NORTHAVEN ROAD
CHICAGO, ILLINOIS 60605
LAKESIDE 2-1127

ROBERT W. STRICKLAND
ATTORNEY AT LAW
24 COMMERCE TOWERS
PORTLAND, OREGON 97222
YUKON 7-2346

Dr. Frank M. Robertson
7204 NORTHAVEN ROAD
CHICAGO, ILLINOIS 60605

ROBERT W. STRICKLAND
ATTORNEY AT LAW
24 COMMERCE TOWERS
PORTLAND, OREGON 97222

Letterhead L-500-A (8½ x 11) Envelope E-500-A (4½ x 9½)

Letterhead L-500-B (7¼ x 10½) Envelope E-500-B (3¾ x 7½)

DIMENSION-PRINT® produces a raised, jet-black letter, sharply defined, formerly possible only from steel or copper plate dies. This process duplicates steel die engraving so perfectly it's practically impossible to tell the difference. Dimension-Print® is highest quality raised printing, smartly styled and carefully executed. This stationery is also available in plain unraised printing.

YOUR CHOICE OF FINE PRINTING PAPERS:

TEMPORA BOND — a special #1 grade sulphite bond paper made especially for us by a leading manufacturer of quality writing papers. A bright, white sheet with a fine printing surface free of lint and fuzz, Tempora Bond erases easily and produces a handsome letterhead — an excellent combination of economy and quality especially appropriate for professional men.

DRAWING BOARD BOND — a top grade 25% rag-content bond that lends prestige and dignity to your stationery. Only new white rags are used in this beautiful white sheet, made especially for us with an exclusive watermark. It has an exceptionally hard surface for easy erasing and an antique cockle finish with the feel and snap characteristics of fine rag content bond paper.

YOUR CHOICE OF THREE DISTINCTIVE TYPE STYLES

Dr. Frank M. Robertson
7204 NORTHAVEN ROAD
CHICAGO, ILLINOIS 60605
LAKESIDE 2-1127

ROBERT W. STRICKLAND
ATTORNEY AT LAW
24 COMMERCE TOWERS
PORTLAND, OREGON 97222
YUKON 7-2346

CHARLES SCHROEDER, D.D.S.
4927 DIVIDEND DRIVE
NEW YORK, NEW YORK 10722
PLAZA 8-2274

Style A

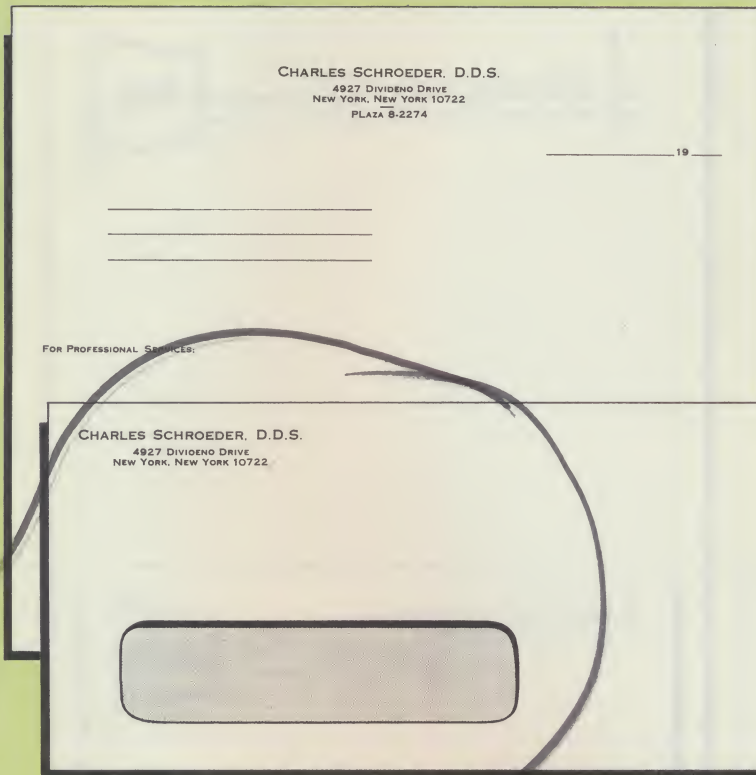
Style B

Style C

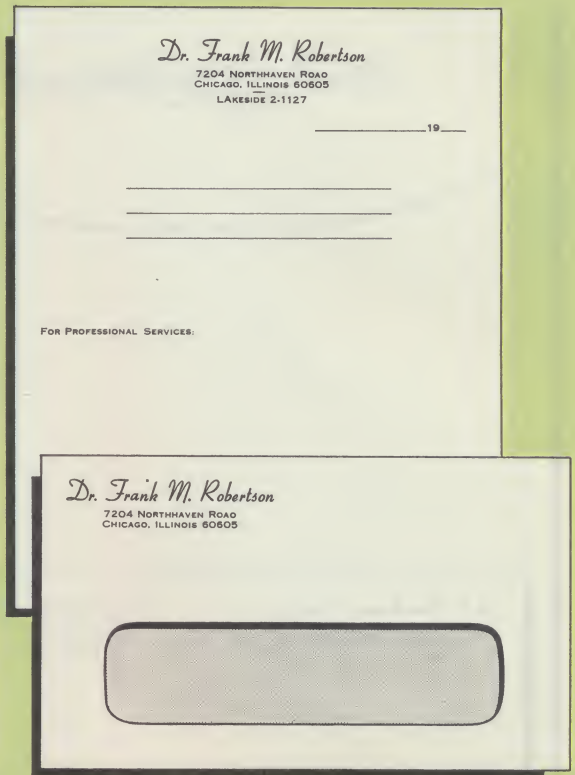
MATCHING BILLHEADS

Both styles of billheads are available in either Dimension-Print® or Plain Print,
on either Tempora Bond or Drawing Board Bond.

Billhead BH-500-A (8½ x 7¼)



Billhead BH-500-C (5½ x 6¾)



Window Envelope WE-500-A (4½ x 9½)

Window Envelope WE-500-C (3½ x 6)

MATCHING BILLING WINDOW ENVELOPES

Both styles of window envelopes are available in either Dimension-Print® or Plain Print
on either Tempora Bond or Drawing Board Bond, and are imprinted in corner only.

PRICES FOR LETTERHEADS and REGULAR ENVELOPES

Quantity	LETTERHEAD L-500-A 8½ x 11				ENVELOPE E-500-A 4½ x 9½				LETTERHEAD L-500-B 7¼ x 10½				ENVELOPE E-500-B 7½ x 3⅞			
	Tempora Bond		D. Board Bond		Tempora Bond		D. Board Bond		Tempora Bond		D. Board Bond		Tempora Bond		D. Board Bond	
	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print
500	\$ 7.50	\$ 6.65	\$ 8.70	\$ 7.85	\$ 8.65	\$ 7.90	\$10.50	\$ 9.75	\$ 6.85	\$ 6.00	\$ 7.70	\$ 6.85	\$ 8.00	\$ 7.25	\$ 9.40	\$ 8.65
1000	10.65	9.45	12.40	11.20	14.45	13.20	17.50	16.25	9.70	8.50	11.15	9.85	13.15	11.90	15.65	14.40
2500	24.25	21.55	28.30	25.60	32.65	30.05	39.35	36.75	22.20	19.50	25.20	22.50	29.85	27.25	35.10	32.50
5000	44.95	39.90	52.55	47.50	59.15	55.50	71.65	68.00	41.00	35.95	46.50	41.45	53.95	50.30	63.85	60.20

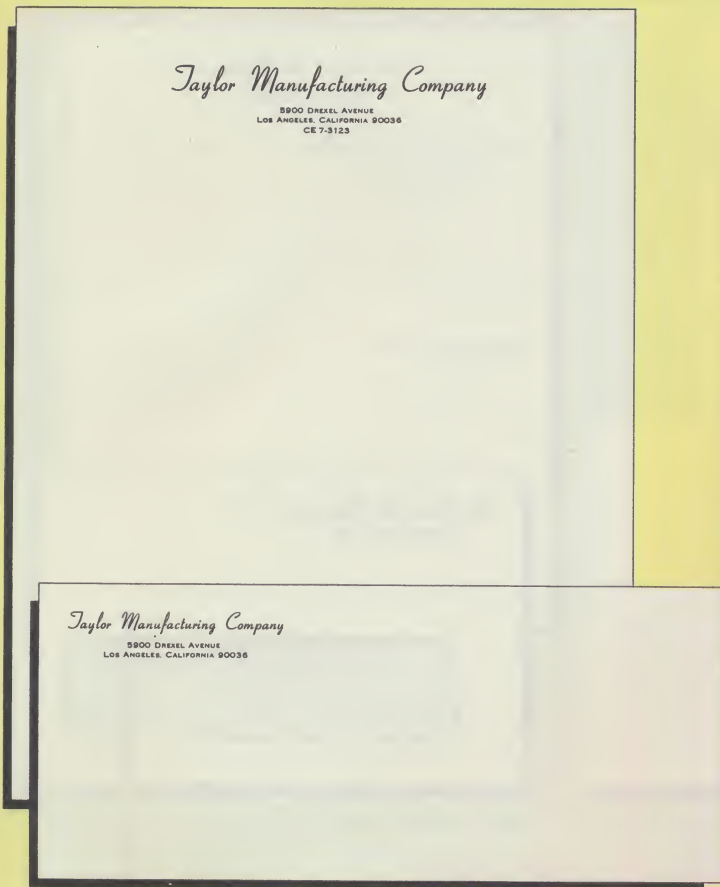
PRICES FOR BILLHEADS and WINDOW ENVELOPES

Quantity	BILLHEAD BH-500-A 8½ x 7¼				WINDOW ENV. WE-500-A 4½ x 9½				BILLHEAD BH-500-C 5½ x 6¾				WINDOW ENV. WE-500-C 3½ x 6			
	Tempora Bond		D. Board Bond		Tempora Bond		D. Board Bond		Tempora Bond		D. Board Bond		Tempora Bond		D. Board Bond	
	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print	Dimen- sion Print	Plain Print
500	\$ 7.40	\$ 6.50	\$ 8.35	\$ 7.50	\$ 9.65	\$ 8.90	\$11.50	\$10.75	\$ 5.70	\$ 4.80	\$ 6.25	\$ 5.40	\$ 8.25	\$ 7.50	\$ 8.55	\$ 8.50
1000	10.30	9.10	11.75	10.50	15.45	14.20	18.50	17.00	8.10	6.90	8.85	7.70	13.50	12.25	15.15	13.85
2500	22.35	19.80	25.80	23.15	35.15	32.55	41.85	38.25	18.45	15.75	20.05	17.35	27.65	24.95	30.60	27.80
5000	40.85	35.75	46.50	41.35	64.15	60.50	74.95	71.30	34.40	29.25	37.50	32.30	47.95	43.50	53.55	48.70

COMPANY LETTERHEADS

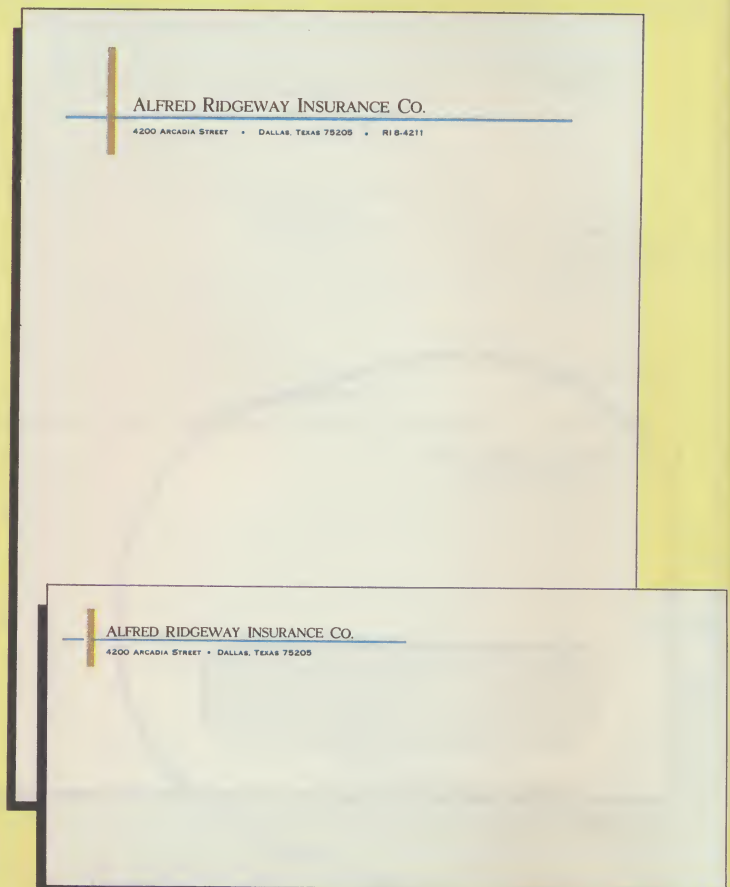
FEATURING RAISED DIMENSION PRINT® ON 25% RAG DRAWING BOARD BOND

Letterhead L-100



Envelope E-100

Letterhead L-200



Envelope E-200

LETTERHEADS CREATE A LASTING IMAGE — The quality of your company stationery reflects the quality of your company itself. The company letterheads on these facing pages have been designed by The Drawing Board to give you the quality look your stationery demands. Each is printed in raised Dimension-Print® on 25% rag-content Drawing Board bond. Order your letterheads from The Drawing Board, where quality and good design are always guaranteed, as is our fast delivery and your complete satisfaction. There is no greater value in quality business stationery than this fine selection from The Drawing Board.

DIMENSION-PRINT® produces a raised, jet-black letter, sharply defined formerly possible only from steel or copper-plate dies. This process duplicates steel die engraving so perfectly it's practically impossible to tell the difference. Dimension-Print gives your letterhead the look of quality and the feel of expensive stationery at a moderate cost.

BLACK INK is used for Dimension-Print on above letterheads, which are all 8½ x 11 size.

DRAWING BOARD BOND — a top grade 25% rag-content bond that lends prestige and dignity to your stationery. Only new white rags are used in this beautiful white sheet, made especially for us with an exclusive watermark. It has an exceptionally hard surface for easy erasing and an antique cockle finish with the feel and snap characteristic of fine rag content bond paper.

YOUR CHOICE OF THREE DISTINCTIVE TYPE STYLES



Style A



Style B

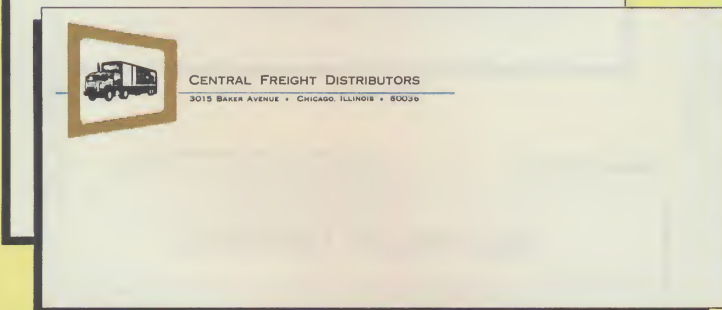
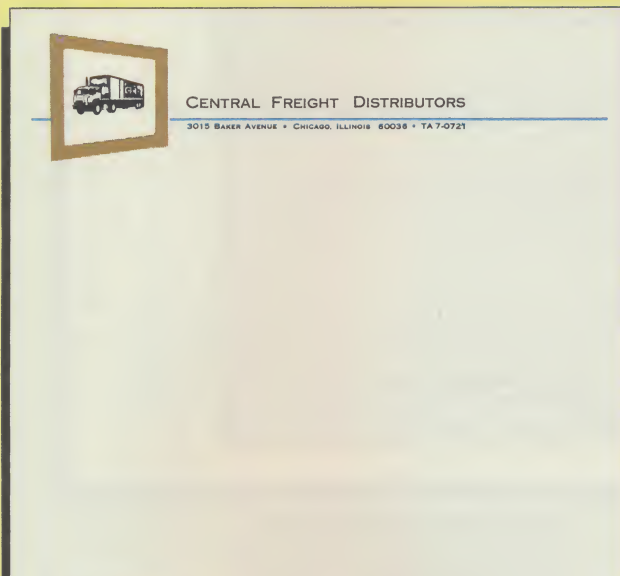


Style C

COMPANY LETTERHEADS

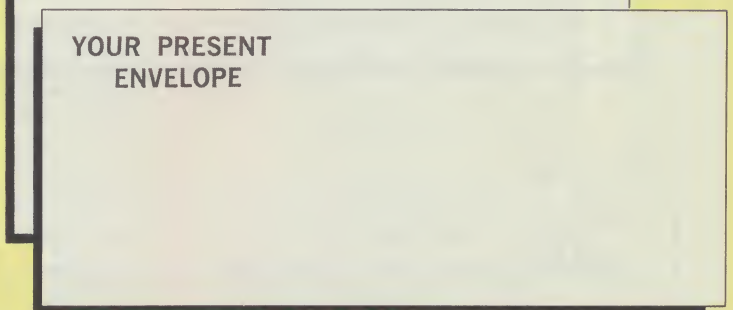
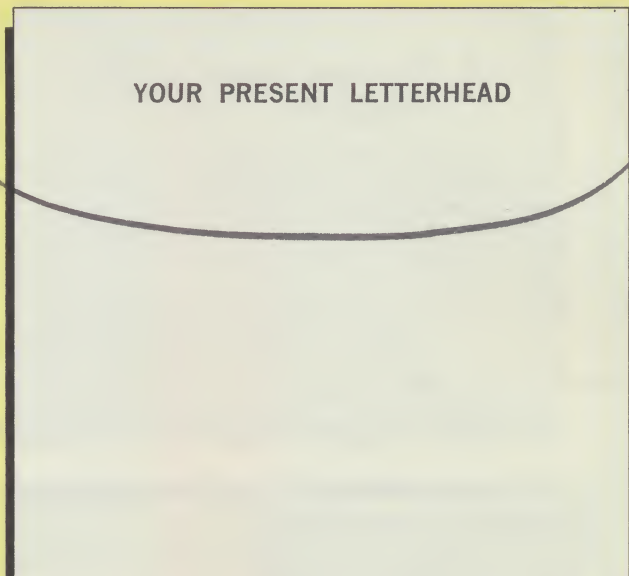
FEATURING RAISED DIMENSION PRINT® ON 25% RAG DRAWING BOARD BOND

Letterhead L-300



Envelope E-300

Letterhead L-400



Envelope E-400

LETTERHEAD L-100 is a formal, type-only design available in any of our three distinctive type styles in fine raised-letter Dimension-Print.

LETTERHEAD L-200 is a smart, modern design lithographed in two colors (blue and ochre) that lends a custom-designed look to your letterhead. The blue line and the ochre bar are already printed on the letterheads and envelopes. Your name and address will be printed in black in raised Dimension-Print in your choice of type style.

LETTERHEAD L-300 is designed to accommodate your trademark or any symbol of your business. The blue line and the ochre frame are already lithographed on the letterheads and envelopes. Your name and address will be printed along the blue line, as shown, and your trademark or other emblem will be printed in the ochre frame. Send clear, clean copy of emblem desired. One cut will be made to use on both letterhead and envelopes, and billheads, if desired. Choose any of our three type styles. Emblem and type will both be in Dimension-Print.

LETTERHEAD L-400 is a duplicate of your present one-color letterhead in fine Dimension-Print. Send a clear, clean copy of your letterhead with your order, as prices quoted apply only if your copy can be photographed as is. If your copy is not sharp and clear, or if there are changes to be made, we will notify you of type, art, or production charges before proceeding with your order.

PRICES INCLUDE IMPRINTING

LETTERHEADS L-100 and L-400	ENVELOPES E-100 and E-400
First 1,000 . . . \$12.40	First 1,000 . . . \$17.50
Add'l 1,000's . . . 11.30	Add'l 1,000's . . . 15.75
LETTERHEADS L-200 and L-300	ENVELOPES E-200 and E-300
First 1,000 . . . \$16.50	First 1,000 . . . \$19.50
Add'l 1,000's . . . 15.40	Add'l 1,000's . . . 17.75
Plain Unprinted Sheets for any of the above:	
500 \$5.25	1,000 \$8.85

Prices are for one color printing only (Black Ink) for 2 color letterhead on L-100 or L-400 add \$6.00 to total letterhead cost. For 2 color envelope on E-100 or E-400 add \$6.00 to total envelope cost.

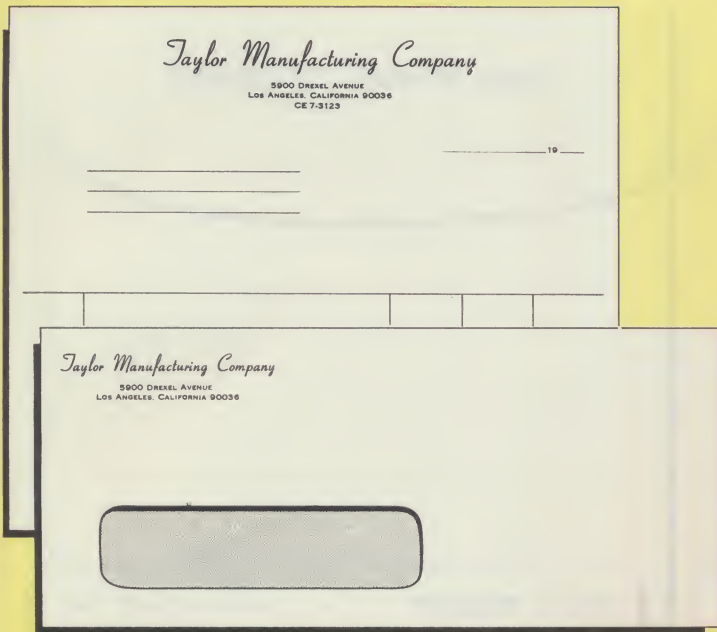
For copy at bottom of letterhead (maximum 2 lines) add \$2.50 to total quantity price. Special lettering, emblems, etc. can be made part of your letterhead if you will supply clean sharp copy. If plain printing is desired, deduct 10% from all prices shown. Unless otherwise specified, Dimension-Print will be used.

Please see following page for matching Billheads ►

MATCHING BILLHEADS AND WINDOW ENVELOPES

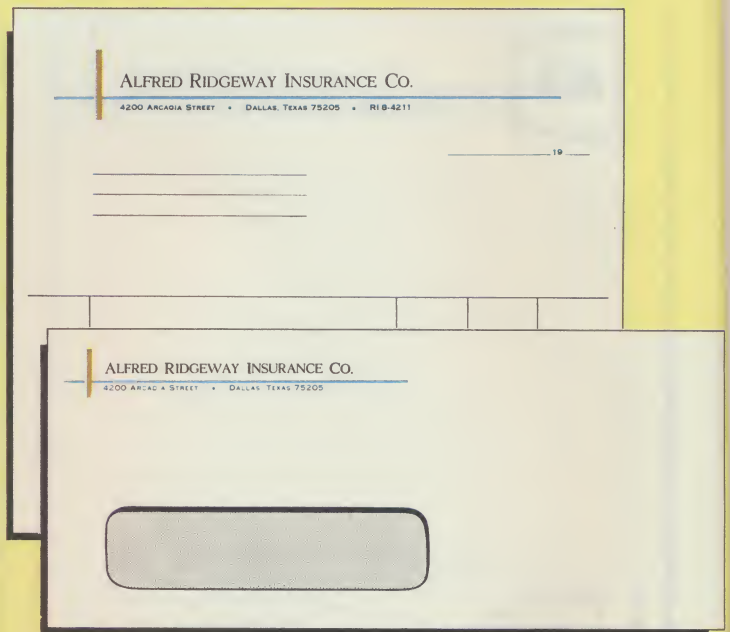
FEATURING RAISED DIMENSION PRINT ON 25% RAG DRAWING BOARD BOND

Billhead BH-100



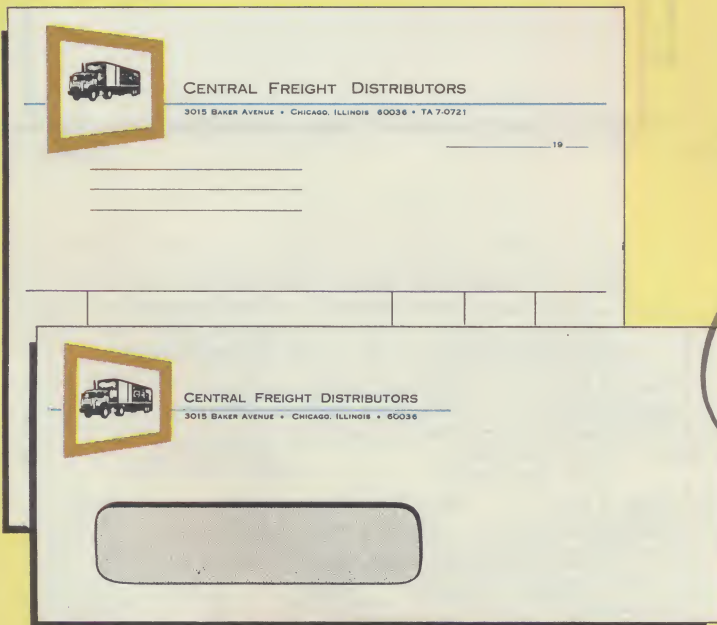
Envelope WE-100

Billhead BH-200



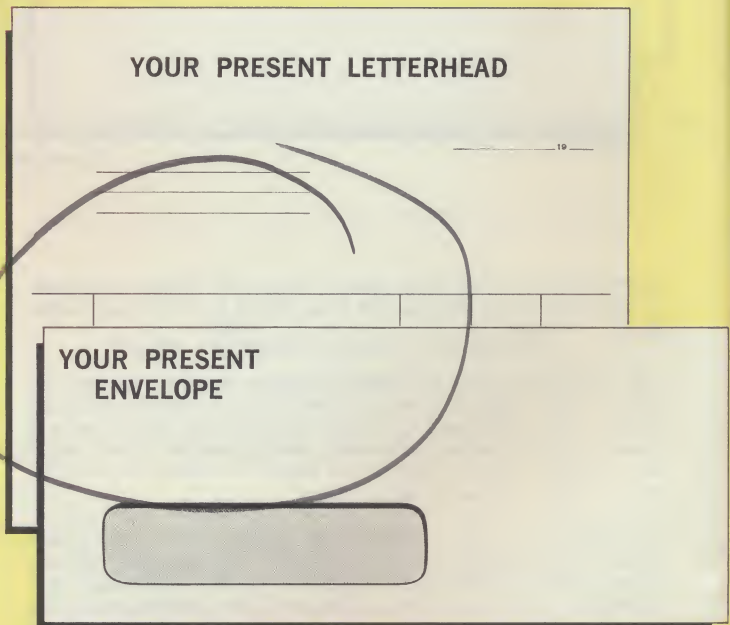
Envelope WE-200

Billhead BH-300



Envelope WE-300

Billhead BH-400



Envelope WE-400

MATCHING BILLHEADS add continuity to your company image. These billhead and window-envelope designs match the letterhead designs on preceding pages, can be used as invoices, statements, credit memos, etc., and are printed in raised Dimension-Print® on 25% rag-content Drawing Board bond. Billheads are standard 8½ x 7¼" size to fit in standard #10 window envelopes. Order these matching billheads and window envelopes to give your company stationery a uniform, coordinated look.

Quantity	BILLHEADS		WINDOW ENVELOPES	
	BH-100 BH-400	BH-200 BH-300	WE-100 WE-400	WE-200 WE-300
500	8.35	11.15	11.50	12.50
1,000	11.75	15.65	18.50	20.50
2,500	25.80	34.40	41.85	46.85
5,000	46.50	62.00	74.95	84.95

Dimension Print is used unless otherwise indicated.
For Plain Print, deduct 10% from prices at right

SNAPPY COLLECTION SET
FORM #308
© THE DRAWING BOARD • BOX 505 • DALLAS, TEXAS

YOUR COMPANY NAME
YOUR ADDRESS CITY, STATE, ZIP CODE

Just a friendly reminder...

TO: _____

If your check has already been sent, please disregard this notice. If not, your remittance by return mail will be greatly appreciated. Thank you!

INVOICE NO.: _____
DATE DUE: _____
AMOUNT \$ _____

Size 3½" x 8"

First Part

YOUR COMPANY NAME
YOUR ADDRESS
CITY, STATE, ZIP CODE

Tinted Window Envelope (Item WE-309)

Tinted Window Envelope (Item WE-309)

YOUR COMPANY NAME
YOUR ADDRESS CITY, STATE, ZIP CODE

PAST DUE

We would like to call your attention to your past due account and ask you to please send us your check today for the amount shown below. Thank you!

TO: _____

INVOICE NO.: _____
DATE DUE: _____
AMOUNT \$ _____

Second Part

COLLECTION FORMS (Form CF 309)

A COMPLETE COLLECTION SYSTEM with one typing. This four-part form politely but firmly "means business", has brought in payments faster in thousands of offices. Matched tinted window envelopes save double addressing. Form looks like a check through window, gets attention. A real time saver in your billing department, eliminates retyping statements or invoices each month.

PRICES INCLUDE IMPRINTING

COLLECTIONS FORMS (Form CF-309)		TINTED WINDOW ENVELOPES (WE-309)	
5,000 forms	\$21.20 per M	5,000 envelopes	\$ 9.50 per M
3,000 forms	23.10 per M	3,000 envelopes	11.50 per M
1,000 forms	26.25	1,000 envelopes	13.25
500 forms	17.10	500 envelopes	9.00
250 forms	13.50	250 envelopes	6.00

YOUR COMPANY NAME
YOUR ADDRESS CITY, STATE, ZIP CODE

FINAL NOTICE

Repeated requests for settlement of your past due account have apparently been ignored. Unless payment is received within 10 days we will be forced to take unpleasant action.

TO: _____

INVOICE NO.: _____
DATE DUE: _____
AMOUNT \$ _____

Third Part

YOUR COMPANY NAME
YOUR ADDRESS CITY, STATE, ZIP CODE

OFFICE COPY

Below named customer has ignored collection procedure. Please take necessary action.

Signed: _____

TO: _____

INVOICE NO.: _____
DATE DUE: _____
AMOUNT \$ _____

Fourth Part

• SPECIAL INTRODUCTORY OFFER •

500 Collection Forms, PLUS 500 Special Envelopes **\$19⁹⁵** Complete, Including imprinting your name on both.

Jiffy-Pay COLLECTION ENVELOPES

THE QUICK WAY TO BILL — CONVENIENT WAY TO REMIT

DATE _____

THIS ADDRESSED ENVELOPE IS FOR YOUR CONVENIENCE. PLEASE ENCLOSE REMITTANCE, SEAL, AND MAIL.

STATEMENT OF ACCOUNT

DATE		AMOUNT

Thank You

CE-1 3½ x 6

SIMPLIFY AND SPEED UP YOUR BILLING with Jiffy-Pay Collection Envelopes. Easy to use, perfect for all types of businesses and professional men. You merely address them, fill in the statement of account, and mail in one of the window envelopes shown below. Only one typing necessary—the address shows through the window of the 6¾ envelope, a big time saver when billing. Jiffy-Pay Collection Envelopes save you money, too. They combine statement and reply envelope in one convenient form, making it easy for recipient to remit, and giving you an accurate follow-up credit system that reduces possibility of errors when crediting accounts. Please specify style desired for face of envelope.

(See prices on next page)

6¾ WINDOW ENVELOPES

For use with Collection Envelopes

YOUR NAME IMPRINTED
YOUR STREET ADDRESS
CITY, STATE, ZIP CODE

DATE _____

Envelope EV-A (6¾ clear acetate window) 3½ x 6½

500 Envelopes... \$ 7.35	1,000 Envelopes ... \$12.10
2,500 Envelopes ... 23.55	5,000 Envelopes ... 43.25
10,000 Envelopes... 82.15	PRICES INCLUDE IMPRINTING

YOUR NAME IMPRINTED
YOUR STREET ADDRESS
CITY, STATE, ZIP CODE

Style R

BUSINESS REPLY MAIL
NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES
Postage Will Be Paid By

YOUR NAME IMPRINTED
YOUR STREET ADDRESS
CITY, STATE, ZIP CODE

YOUR POSTAL PERMIT NO.

Style P (include Postal Permit No. when ordering)

"... when your delinquent accounts realize you intend to get your money, they pay promptly, and respect you for your persistence."

YOUR NAME IMPRINTED
YOUR STREET ADDRESS
CITY, STATE, ZIP CODE

DATE _____

Thank You

Envelope EV-C (6¾ Thank You, clear acetate window) 3½ x 6½

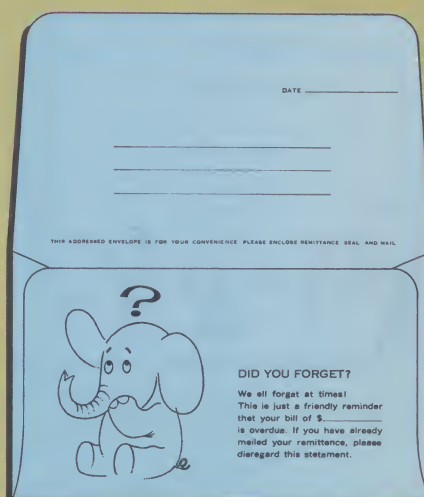
500 Envelopes ... \$ 8.40	1,000 Envelopes ... \$13.10
2,500 Envelopes ... 26.05	5,000 Envelopes ... 48.25
10,000 Envelopes ... 91.65	PRICES INCLUDE IMPRINTING

Jiffy-Pay COLLECTION ENVELOPES

REMINDERS THAT GET RESULTS, YET MAINTAIN GOOD WILL



CE-2 3 1/2 x 6



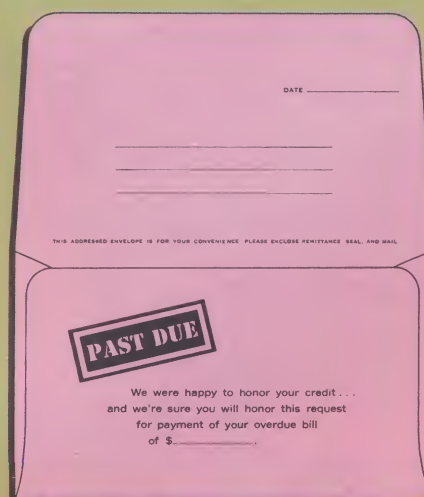
CE-3



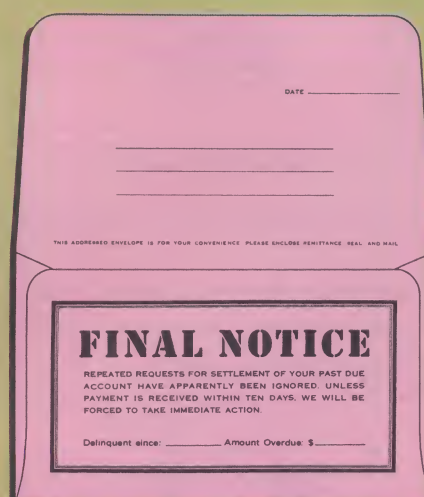
CE-4



CE-5



CE-6



CE-7

COLLECT MORE MONEY from Past-Due accounts with Jiffy Pay Collection Envelopes. Only one typing necessary—the address shows through the window of a 6 3/4 window envelope. Choose from a variety of styles that get the results you want politely, yet firmly. Jiffy-Pay Collection Envelopes maintain good will and provide you with a complete follow-up credit system. Please specify style desired for face of envelope.

Prices are based on total quantity ordered. You may select several different designs and get the total quantity price. Minimum order of any one design is 500.

PRICES INCLUDE IMPRINTING

500 Collection Envelopes	. . .	\$ 11.95
1,000 Collection Envelopes	. . .	18.95
2,500 Collection Envelopes	. . .	37.95
5,000 Collection Envelopes	. . .	65.15
10,000 Collection Envelopes	. . .	120.45

Be sure to order 6 3/4 window envelopes to go with collection envelopes if you don't already have them in your office.

SPECIAL INTRODUCTORY OFFER

2,500 COLLECTION ENVELOPES

ASSORTED AS YOU SELECT
(Minimum Order of any one, 500)

\$2995

(Regular price, \$37.95)

INCLUDING IMPRINTING YOUR NAME ON FACE OF ENVELOPES

If you order 2500 6 3/4 window envelopes to go with these collection envelopes, these special prices will apply:
2,500 6 3/4 window envelopes EV-A \$18.80
2,500 6 3/4 window envelopes EV-C \$20.85

OFFICE REMOVAL CARDS



RC - E



RC - F



RC - G



Sample inside wording

IT'S YOUR MOVE! TELL EVERYONE WITH THESE COLORFUL CARDS

Notifying your customers of a change of address is vitally important to your business and prevents sometimes costly delay in mail delivery. These colorful, attention getting designs effectively tell people of your new address. Please send all pertinent information and exact wording for imprinting. Sample at left. Cards are 5 x 6 1/4 . . . with plain white envelopes.

PRICES INCLUDE IMPRINTING

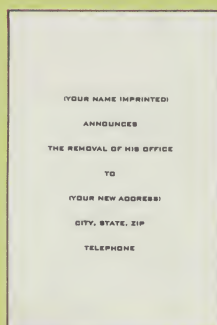
100 to 499	12¢ each	500 to 1,000	10¢ each	1,000 or more	8¢ each
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(Add 2¢ per envelope if you wish your address imprinted on envelope flap.)

OFFICE REMOVAL CARDS FOR PROFESSIONAL MEN



RC - H (for Physicians)



Sample inside wording



RC - J (for Attorneys)

Informing your patients, clients and colleagues of your change of address is essential to your practice. These removal cards are so delightfully different that all of your patients or clients are sure to remember. (Designs for dentists — not shown — available on request). 3 3/8 x 5 3/8

PRICES INCLUDE IMPRINTING

100 to 499	12¢ each	500-1,000	10¢ each	1,000 or more	8¢ each
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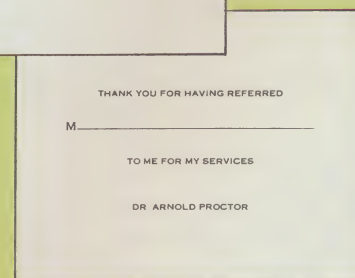
(See opposite page for Formal Office-Removal Cards.)

(Add 2¢ per envelope if you wish your address imprinted on envelope flap.)

THANK-YOU FOR REFERRAL CARDS



Item TU-1



Say "Thank-You" to those who have referred friends to you with this beautiful gold-embossed card personalized with your name. Suitable for doctors, attorneys, dentists, insurance men, etc. A good-will gesture that builds a practice. 4 x 3 1/8 on fine vellum. Prices include personalizing (name only) and matching unprinted envelopes.

100 to 499	10¢ each	500 to 999	8¢ each
		1,000 or more	7¢ each

IMPRINTING FOR STATIONERY ITEMS

Specify Type Style: Specify Paper: Specify Printing:
☐ Style A ☐ Drawing Board Bond ☐ Dimension-Print
☐ Style B ☐ Tempora Bond ☐ Plain Print
☐ Style C ☐ Crane*

Name _____
Street _____
City _____ State _____
Zip _____ Telephone _____

*Crane's 100% rag paper is used only for L-700 letterheads.

IMPRINTING FOR MEMO-GRAMS, DESK PADS, & THANK-YOU CARDS

Name _____
(If ordering for several persons, list names to be imprinted on separate sheet)

IMPRINTING FOR ALL OTHER ITEMS

Name _____
Address _____
City _____ State _____
Zip _____ Telephone _____

FOR VOUCHER CHECKS ONLY:

Bank _____
City _____ State _____

MICR Required ☐ Yes ☐ No

IMPORTANT: Please send us a voided sample of check now being used.
New Accounts: If you wish us to contact your bank for all
necessary details, please check here ☐

THE DRAWING BOARD, INC.  9030 Viscount Row • Dallas, Texas

GUARANTEE

YOUR SATISFACTION IS GUARANTEED 100% ON ALL ITEMS IN THIS CATALOGUE. IF AT ANY TIME YOU ARE NOT COMPLETELY SATISFIED YOUR MONEY WILL BE REFUNDED WITHOUT QUESTION.

RUSH ORDER FROM



BUSINESS REPLY MAIL
No Postage Necessary if Mailed in the United States

Postage will be paid by:

THE DRAWING BOARD, INC.
Offices: 9030 Viscount Row
P. O. BOX 505
DALLAS, TEXAS 75221

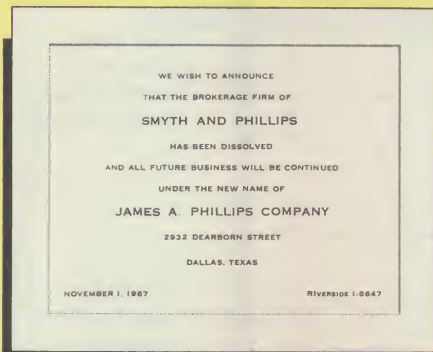
First Class
Permit No. 5670
Dallas, Texas

ANNOUNCEMENT CARDS

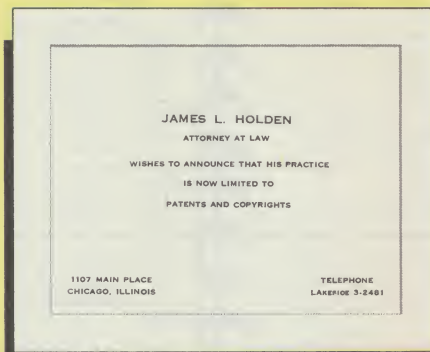
FEATURING

DIMENSION PRINT

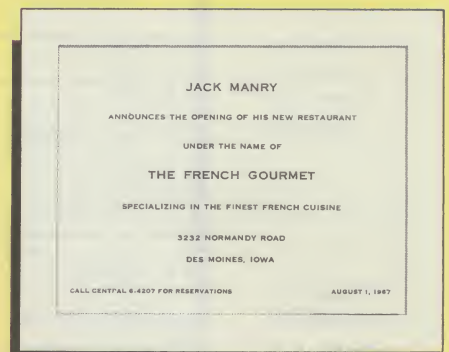
ON EMBOSSED 4 x 5 PANELS



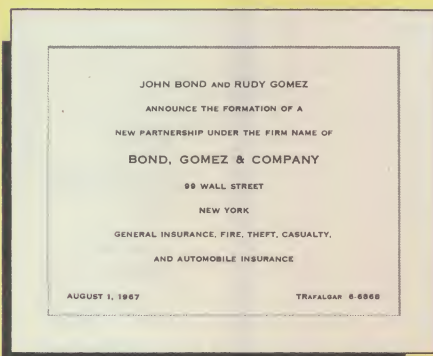
DISSOLVED PARTNERSHIP



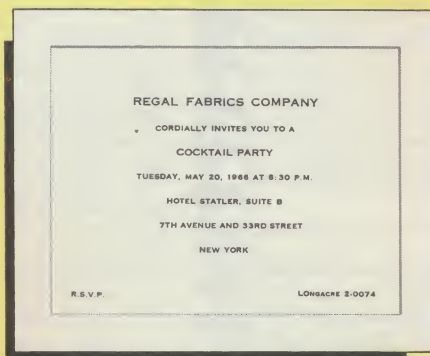
LIMITING PRACTICE



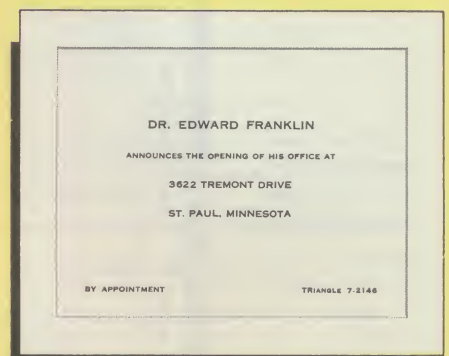
NEW BUSINESS OPENING



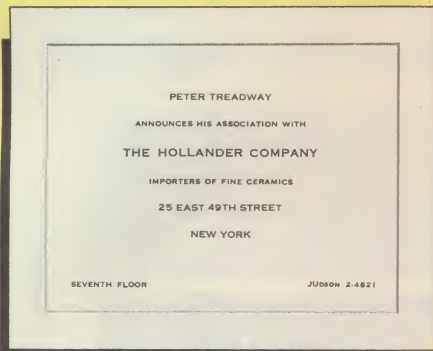
NEW PARTNERSHIP



BUSINESS PARTY



OFFICE OPENING



NEW ASSOCIATION



NEW APPOINTMENT



OFFICE REMOVAL



THESE HANDSOME PANELLED CARDS announce all important events with dignity and good taste, are indispensable for promotions, new associations, partnerships, office removals, office openings, etc. Printed in Dimension-Print® (a raised, jet-black type that duplicates the look and feel of expensive steel die engraving at a moderate cost) or Plain Print, if you prefer, on quality wedding vellum, 4" x 5" with embossed border. Extra fast service provided for rush orders. (Item AC-45)

WITH PRINTED ENVELOPES

Quantity	Plain Print	Dimension Print
100	\$11.88	\$12.84
250	14.76	15.96
500	22.02	23.88
750	27.84	30.12
1,000	33.00	35.64

WITH UNPRINTED ENVELOPES

Quantity	Plain Print	Dimension Print
100	\$ 8.46	\$ 9.42
250	11.34	12.54
500	18.60	20.46
750	23.58	25.86
1,000	26.52	29.16

A black and white illustration of a man in a suit and tie, sitting at a desk. He is smiling and holding a rotary telephone receiver to his ear with his left hand. His right hand is holding a pen, writing in a spiral-bound notebook. The desk also has a rotary telephone base with a coiled cord. The background is plain.

4 Books (600 orders and 600 duplicates)	\$11.50
8 Books (1200 orders and 1200 duplicates)	\$22.00
16 Books (2400 orders and 2400 duplicates)	\$40.00
32 Books (4800 orders and 4800 duplicates)	\$75.00



2 Books (550 calls and 550 duplicates)	\$ 4.40
4 Books (1100 calls and 1100 duplicates)	\$ 8.80
8 Books (2200 calls and 2200 duplicates)	\$13.80
16 Books (4400 calls and 4400 duplicates)	\$24.80

[illegible][illegible][illegible]

[illegible]

Prices include personalizing in Red or Black Ink

Prices include personalizing in Red or Black Ink

SH-1 for forms up to 8½ x 12	\$6.00 ea.
SH-2 for forms up to 5½ x 9½	\$3.75 ea.

OVERTIME PERMIT DATE 19

EMPLOYEE _____

IDENT. NO. _____ DEPARTMENT _____ SHIFT _____

IS AUTHORIZED TO WORK _____ HOURS AS ☐ OVERTIME ☐ MAKE UP TIME

ON JOB NO. _____ OR ON _____

REASON _____

REQUESTED BY _____ APPROVED BY _____

OVERTIME PERMIT (Form P-06) Keep track of overtime and help cut it down to a minimum with this 4 x 6 form that requires authorization by supervisor. A must for good payroll records. Padded in 100's on 20 lb. white bond.

1,000 Forms \$4.75 2,000 Forms \$8.25 5,000 Forms \$17.00

ABSENTEE REPORT DATE 19

EMPLOYEE _____

IDENT. NO. _____ DEPT. _____ SHIFT _____

WAS ABSENT FROM _____ TO _____

☒ WITH PERMISSION ☐ WITHOUT PERMISSION

FOR THE FOLLOWING REASON:

☐ ILLNESS ☐ ACCIDENT ☐ NO WORK

☐ UNKNOWN ☐ VACATION ☐ PERSONAL BUSINESS

☐ OR _____

EXPECTS TO RETURN TO WORK ON _____ 19 AT _____

☐ DO NOT PAY FOR TIME OUT

☐ PAY FOR TIME OUT

TIME TO BE MADE UP ☐ YES ☐ NO

REPORTED BY _____

APPROVED BY _____

ABSENTEE REPORT (Form P-16) A systematic way to record who fails to show up for work and why. A must for supervisors and management, gives a fool-proof record of habitual absenteeism. Padded in 100's on 4 x 6 20 lb. white bond.

1,000 Forms \$4.75 2,000 Forms \$8.25 5,000 Forms \$17.00

PAYROLL CHANGE NOTICE DATE 19

PLEASE CHECK ☐ ENTER ON PAYROLL ☐ CHANGE RATE ☐ TRANSFER TO _____ ENTERED _____ TIME DEPT. _____

☐ PAYOFF & REMOVE FROM PAYROLL

NAME _____ SOC. SEC. NO. _____

DEPARTMENT _____ SHIFT _____ CLOCK NO. _____

DATE EFFECTIVE _____ HOUR _____ ☐ AM ☐ PM

OLD RATE _____ PER _____ NEW RATE _____ PER _____

REMARKS _____

RECORD ☐ DISCHARGED ☐ LEFT ☐ LAID OFF WOULD YOU REEMPLOY ☐ YES ☐ NO

ABILITY EXCELLENT GOOD FAIR POOR

CONDUCT _____

ATTENDANCE _____

PRODUCTION _____

APPROVED _____

FOREMAN _____

SUPT. _____

PAYROLL CHANGE REPORT (P-26) Avoid costly mistakes and slip-ups in your payroll department with this 4 x 6 concise form that gives all particulars of payroll changes. Padded in 100's on 20 lb. bond.

1,000 Forms \$4.75 2,000 Forms \$8.25 5,000 Forms \$17.00

TERMINATION OF EMPLOYMENT DATE 19

NAME _____ SOCIAL SECURITY NO. _____

PRESENT MAIL ADDRESS _____ PHONE _____

IDENTIFICATION NUMBER _____ DEPARTMENT _____ SHIFT _____

JOB CLASSIFICATION _____

DATE EFFECTIVE _____ HOUR _____ ☐ AM ☐ PM

CHECK REASON FOR TERMINATION

VOLUNTARY: ☐ LEAVING TO JOIN ANOTHER JOB ELSEWHERE ☐ WORK UNSATISFACTORY ☐ LEAVE OF ABSENCE TILL _____

☐ SICKNESS OR ACCIDENT ☐ MISCONDUCT AT WORK ☐ MISGRADINATION ☐ Laid off till _____

☐ DISCHARGED ☐ RESIGNED - DATE UNRECORDED ☐ WORK FINISHED ☐ REFUSED SUITABLE WORK SEE BELOW

☐ SEE BELOW

OTHER: _____

DETAILED STATEMENT OF REASON FOR TERMINATION: _____

AUTHORIZED BY _____ APPROVED BY _____

OFFICE RECORD

RECOMMEND FOR REEMPLOYMENT ☐ YES ☐ NO

REASON _____

AMOUNT PAID INSTEAD OF CUSTOMARY NOTICE \$ _____ FROM _____ TO _____

AMOUNT PAID INSTEAD OF EARNED VACATION \$ _____ FOR _____

FINAL EARNINGS STATEMENT ISSUED: _____ 19 U. C. LIABILITY ENDS _____

DISPOSITION OF SAVINGS BOND ACCOUNT: _____

INSURANCE CANCELLED AND AGENTS NOTIFIED _____ 19 BY _____

INDIVIDUAL EARNINGS RECORD CLOSED _____ 19 BY _____

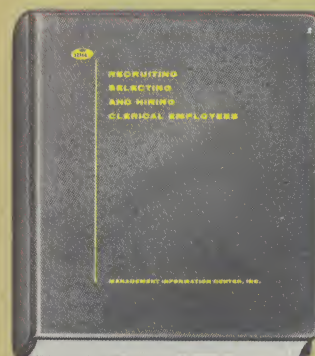
TERMINATION REPORT SENT TO STATE _____ 19 BY _____

OTHER DETAILS, DATES, AND SIGNATURES _____

CHECKED AND APPROVED _____

TERMINATION OF EMPLOYMENT (Form P-38) This form is essential to complete employee records, and should be a part of every exit interview to help determine real reason why employee voluntarily leaves company. Often uncovers unfair practice or unpleasant working conditions of which management is unaware. Also gives unemployment compensation data. Padded in 100's on 8½ x 11 20 lb. white bond, 3 hole punched for filing in Employee Record Book.

100 — \$3.00 200 — \$4.50 500 — \$6.25 1,000 — \$10.95



HIRE THE BEST PEOPLE! This 318 page loose-leaf book, "Recruiting, Selecting and Hiring Clerical Employees" is crammed with tested ideas, techniques, and tips on finding and hiring the people you want. Covers advertising techniques that work, recruiting in high schools, employee referrals, interviewing procedures, etc. Ten day free examination, your satisfaction guaranteed. Only \$27.50

Item MC-2

[illegible]

250 sets	500 sets	1,000 sets	3,000 sets	5,000 sets
\$9.75	\$14.95	\$22.15	\$61.95	\$95.75
Also available as single sheets padded in 100's (Form P-68)				
500 — \$6.25	1,000 — \$10.95	2,000 — \$18.95	5,000 — \$35.95	

SPECIAL INSTRUCTIONS		DATE _____
TO: _____	ORDER NO. _____	JOB NO. _____
SUBJECT _____		
INSTRUCTIONS _____ _____ _____ _____ _____ _____		
SIGNED _____		

1,000 forms — \$4.75	2,000 forms — \$8.25	5,000 forms — \$17.00
----------------------	----------------------	-----------------------

PETTY CASH	
DATE _____ 19__	CAR FARE _____
NO. _____ \$ _____	POSTAGE _____
CHARGE _____	TELEGRAM _____
_____	OFFICE EXPENSE _____
EXPENDED FOR _____	SHOP EXPENSE _____
_____	ADVERTISING _____
RECEIVED PAYMENT _____	GENERAL EXPENSE _____
	FREIGHT/EXPRESS _____
	CARTAGE _____
	AUTO EXPENSE _____
	TOTAL _____

1,000 forms — \$4.75 2,000 forms — \$8.25 5,000 forms — \$17.00

	THINGS TO DO	TODAY
	DATE _____	
1		☒
2		☐
3		☐
4		☐
5		☐
6		☐
7		☐
8		☐
9		☐
10		☐
11		☐
12		☐
13		☐
14		☐
15		☐
16		☐
17		☐
18		☐
19		☐
20		☐

1,000 — \$5.95	2,000 — \$9.95	5,000 — \$19.95
----------------	----------------	-----------------

REQUEST FOR INFORMATION (Form RI-R113) 3-part Snappy-Set form imprinted with your name and address saves lots of time when you need to follow up on questions concerning terms, shipping date, etc., on purchase orders, invoices, or other transactions. Folds to fit #10 window envelope (See page 34) 8½ x 11

Prices include imprinting.

STATEMENT (Form ST-R52) 2-part Snappy-Set speeds up billing, provides yellow copy for files. White original is perforated to be returned with remittance. Address shows through window envelope A or C (page 34), eliminating extra typing. Imprinted with your name. 5½ x 7¾.

Prices include imprinting.

REQUEST FOR PURCHASE ORDER (Form P-55) This form allows person who handles purchasing to write out particulars for secretary, who then types up the actual purchase order. A simple system that works smoothly for companies that require a purchase order for every purchase. Padded in 100's on 20 lb. bond, 2-hole punched, 5 1/2" x 8 1/2"

SUPPLY REQUISITION (Form P-65) A pad of these forms belongs in every department. They help avoid costly delays when supplies run out, from rubber bands to machinery parts. Padded in 100's on 20 lb. white bond 2-hole punched, 5½ x 8½

1,000 — \$4.75	2,000 — \$8.25	5,000 — \$17.00
----------------	----------------	-----------------

CREDIT INQUIRY (Form P-97) A simplified form for checking credit references given to you by new accounts. Folds just once to fit standard #10 window envelope, saves double addressing. Courteous and business-like, easy to fill out, encourages speedy replies. 7 $\frac{3}{4}$ x 8 $\frac{1}{2}$, padded in 100's.

REFERENCE INQUIRY (Form P-87) Following up on references given by job applicants saves headaches later on. This form gets speedy answers to all pertinent questions about prospective employees, folds just once to fit standard #10 window envelope. 7¾ x 8½, padded in 100's.

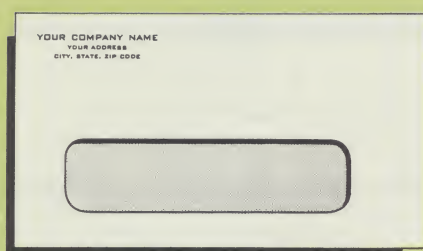
BILL OF LADING Handy 3-part and 4-part forms are accepted by rail, motor, and water carriers. Send original to consignee, give duplicate to carrier, keep triplicate copy after it's signed for your files. Commodity information can be added in body of form for flat charge of \$3.00 up to 8 lines. 8½ x 7¾.

CARBON GEMS (Item CG-1) Make copies the neat, easy way, with carbons and second sheets already in place. Use in multiples, snap apart for clear, smudgeless copies. Specify white, canary, or green.

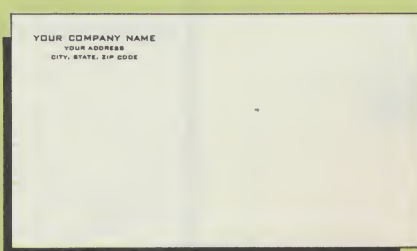
3,000.....	\$8.90 Per M	10,000.....	\$6.70 Per M
5,000.....	\$7.75 Per M	25,000.....	\$6.25 Per M

BUSINESS ENVELOPES

BASIC ALL-PURPOSE ENVELOPES IN STANDARD SIZES



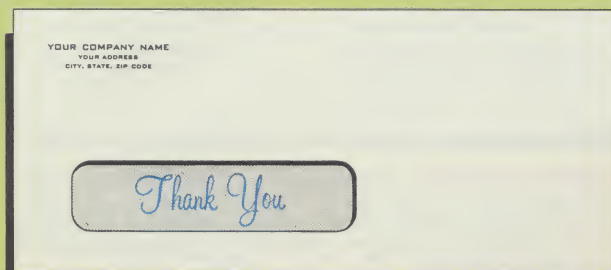
EV-A 6 3/4 Window (3 5/8 x 6 1/2)



EV-B 6 3/4 Regular (3 5/8 x 6 1/2)



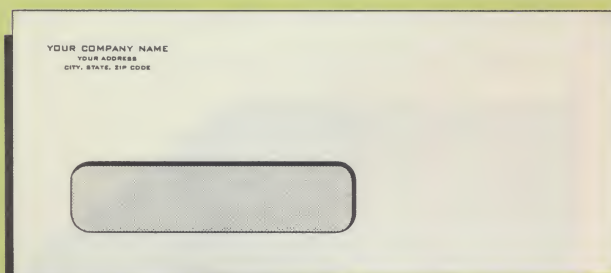
EV-C 6 3/4 Thank You Window (3 5/8 x 6 1/2)



EV-D #10 Thank You Window (4 1/8 x 9 1/2)



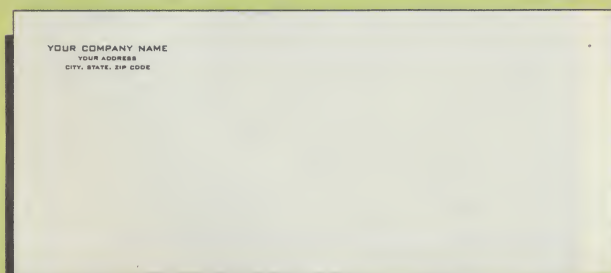
EV-E #10 Air Mail Window (4 1/8 x 9 1/2)



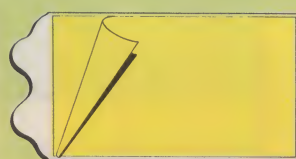
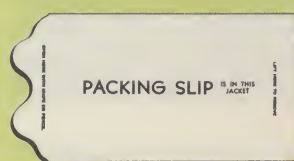
EV-G #10 Window (4 1/8 x 9 1/2)



EV-F #10 Air Mail Regular (4 1/8 x 9 1/2)



EV-H #10 Regular (4 1/8 x 9 1/2)



GRIPS-ALL® PACKING SLIP ENVELOPE (Item EV-PL) is a pressure sensitive envelope for affixing directly to cartons or packages, also for parcel post shipments. Requires no moistening, will not come off enroute.

Size 4 x 6 3/4

250	500	1000	5000
\$9.95	\$17.50	\$32.50	\$152.50

FINE QUALITY ENVELOPES make a good impression. We use only the best 24# white wove paper with Special Clear Acetate for our window envelopes for that extra-quality look. These envelopes fit all stock business forms perfectly. Prices include imprinting up to 4 lines in black ink in our standard business type style.

PRICE SCHEDULE

Prices include imprinting

Quantity	A	B	C	D	E	F	G	H
500	7.35	6.25	8.40	9.85	10.85	9.75	8.85	7.75
1,000	12.10	9.10	13.10	14.95	15.85	12.85	13.85	10.85
2,000	18.85	13.00	20.80	24.95	27.10	21.65	23.10	17.65
3,000	28.25	19.50	31.25	34.50	40.50	31.50	34.50	25.02
5,000	43.25	29.75	48.25	53.95	65.75	49.75	55.75	39.75

Envelopes packed 500 per box • Shipments within 3 days

WE PAY POSTAGE WHEN CHECK ACCOMPANIES ORDER

BROWN KRAFT UTILITY ENVELOPES

BEST QUALITY 28 LB. BROWN KRAFT, AVAILABLE WITH OR WITHOUT IMPRINTING

GUMMED FLAP



Quantity	Size 4 1/8" x 9 1/2"		Size 4 1/2" x 10 3/8"		Size 4 3/4" x 11"		Size 5" x 11 1/2"	
	Printed Item EV-10P	Unprinted Item EV-10	Printed Item EV-11P	Unprinted Item EV-11	Printed Item EV-12P	Unprinted Item EV-12	Printed Item EV-14P	Unprinted Item EV-14
500	\$10.50	\$ 6.40	\$12.80	\$ 8.70	\$12.95	\$ 8.85	\$13.95	\$ 9.85
1000	16.90	11.25	20.35	15.00	21.60	16.45	23.60	18.20
1500	23.10	16.95	28.25	22.05	30.25	24.05	33.05	26.90

GUMMED FLAP

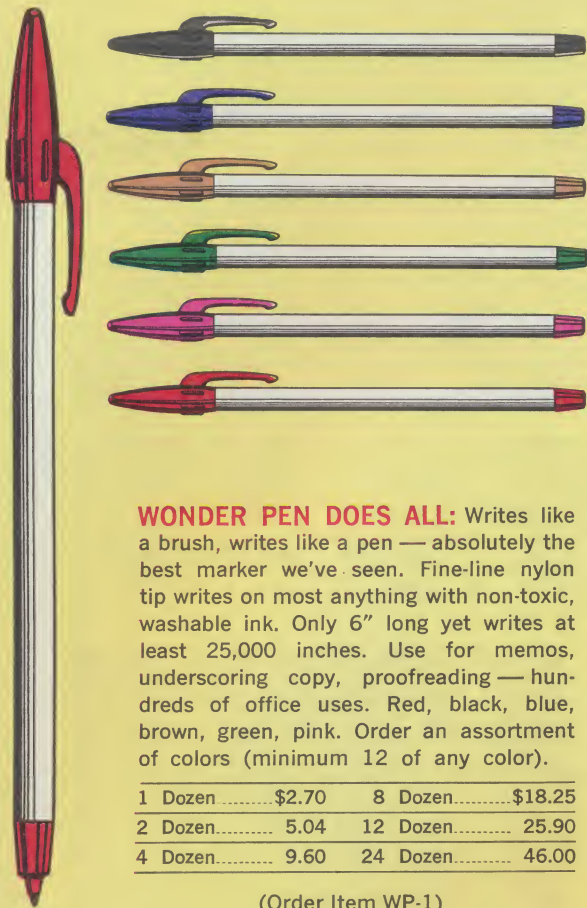


Quantity	Size" 6 x 9"		Size 9" x 12"		Size 10" x 13"		Size" 10 x 15"	
	Printed Item EV-69P	Unprinted Item EV-69	Printed Item EV-912P	Unprinted Item EV-912	Printed Item EV-1013P	Unprinted Item EV-1013	Printed Item EV-1015P	Unprinted Item EV-1015
300	\$10.05	\$ 6.95	\$12.65	\$ 9.60	\$14.65	\$11.60	\$17.15	\$14.05
500	14.95	10.85	19.35	15.25	22.70	18.60	26.75	22.60
1000	25.65	19.45	34.40	28.20	40.95	34.80	49.20	42.95
2000	46.15	35.00	61.90	50.75	73.70	62.60	88.50	77.30

GUMMED FLAP & CLASP



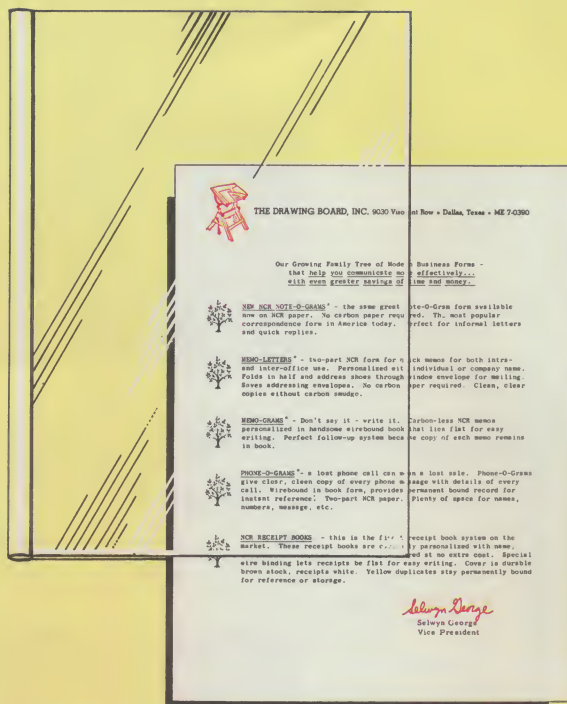
Quantity	Size" 6 x 9"		Size 9" x 12"		Size 10" x 13"		Size" 10 x 15"	
	Printed Item EVC-69P	Unprinted Item EVC-69	Printed Item EVC-912P	Unprinted Item EVC-912	Printed Item EVC-1013P	Unprinted Item EVC-1013	Printed Item EVC-1015P	Unprinted Item EVC-1015
300	\$11.60	\$ 8.50	\$14.05	\$10.95	\$16.15	\$13.10	\$18.95	\$15.85
500	17.55	13.45	21.60	17.45	25.25	21.05	29.75	25.65
1000	30.80	24.60	38.90	32.70	45.95	39.25	55.15	48.90
2000	55.40	44.25	70.00	58.85	82.70	70.65	99.25	88.00



WONDER PEN DOES ALL: Writes like a brush, writes like a pen — absolutely the best marker we've seen. Fine-line nylon tip writes on most anything with non-toxic, washable ink. Only 6" long yet writes at least 25,000 inches. Use for memos, underscoring copy, proofreading — hundreds of office uses. Red, black, blue, brown, green, pink. Order an assortment of colors (minimum 12 of any color).

1 Dozen.....	\$2.70	8 Dozen.....	\$18.25
2 Dozen.....	5.04	12 Dozen.....	25.90
4 Dozen.....	9.60	24 Dozen.....	46.00

(Order Item WP-1)



REPORT FOLDER • (Item RF-12) Crystal clear cover with Hold-Tite backbone protects and presents important letters, reports, clippings, projects, schedules, etc. No page punching necessary, backbone holds pages firm. Takes up to 8½ x 11.

50-100	14¢ each	500	12¢ each
1000 Report Folders	10¢ each		



PERSONNEL POLICY MANUAL

250 PAGES COVER THESE SUBJECTS:

- Vacations
- Sick Leave
- Lay-off
- Grievance
- Holidays
- Jury Duty
- Job Training
- Health
- Pregnancy

Avoid labor problems, insure better employee morale, and reduce turnover with this comprehensive manual that will help you prepare your company's personnel policies quickly and effectively.

All matters involving every possible management-employee relationship are covered in over 250 pages of policy statement, forms and actual work sheets. Every successful company needs a written Personnel Policy because only then will all be treated equally under the same set of rules — and this manual can help you set one up that can become a cornerstone of your company's favorable employee relations.

(Order Item MC-1)

Vinyl bound, only \$21⁵⁰

MEMORANDUM

From _____ To _____
Subject _____ Date _____

MEMORANDUM (Form P-98) For important memoranda that should be typed and made a matter of record, this form is printed on 8½ x 11 20 lb. yellow bond, can be routed to several people or duplicated in quantity. An excellent form for transcribing memoranda from dictating equipment. Padded in 100's.

500	1,000	2,000	5,000
\$6.25	\$10.95	\$18.95	\$35.95

CREDIT MEMORANDUM

YOUR COMPANY NAME PRINTED HERE
YOUR ADDRESS • CITY, STATE, ZIP CODE • TELEPHONE NUMBER

TO _____ NO 1247
DATE _____
YOUR ORDER NO. _____ SOLD ON OUR INVOICE NO. _____
TERMS _____
SALESMAN _____

WE HAVE CREDITED TO YOUR ACCOUNT THE FOLLOWING

QUANTITY	DESCRIPTION	PRICE	AMOUNT

REASON FOR CREDIT _____ AUTHORIZED BY _____
CREDIT MEMORANDUM ORIGINAL

CREDIT MEMO (Form CM-R83) Let's hope you don't have to use this form too often, but when you do you'll find sufficient spaces for all pertinent information relating to credits, reason for credit, invoice date and number, salesman's name. Assures proper credits, good customer relations. Can also be used internally for issuing refund checks. Size 8½ x 11 — 3 part form.

500	1000	2000	3000	4000	5000
\$14.95	\$26.75	\$47.60	\$65.85	\$82.00	\$97.50

98
90
88
90
90
Z 78
Y 70
X 68
W 60
V 58
U 50
T 48
S 40
R 38
Q 30
P 28
O 20
N 18
M 16
L 14
K 12
J 10
I 8
H 6
G 4
F 2
E 1
D 1
C 1
B 1
A 1

OXFORD
A. J. NORTH
PAY
1. 11
1948

S 35
R 30
Q 25
P 20
O 15
N 10
M 5
L DEC
K NOV
J OCT
I SEPT
H AUG
G JULY
F JUNE
E MAY
D APRIL
C MARCH
B FEB
A JAN

ALL PURPOSE SORTER (Item FS-10) For sorting letters, invoices, checks, etc. A to Z sorting, including months, numerically 5 to 95. Clear mikafilm dividers, hardwood base with aluminum side channels. Check and letter size. Will not scratch desk surface. Extra heavy duty. Will last with years of continued use.

\$12.95

PRICE QUOTATION

YOUR COMPANY NAME PRINTED HERE
YOUR ADDRESS • CITY, STATE, ZIP CODE • TELEPHONE NUMBER

NO 10476

HERE IS OUR QUOTATION ON THE GOODS NAMED SUBJECT TO THE CONDITIONS NOTED:

CONDITIONS

QUANTITY	DESCRIPTION	PRICE	AMOUNT

QUOTE VALID FOR _____ DAYS BY _____

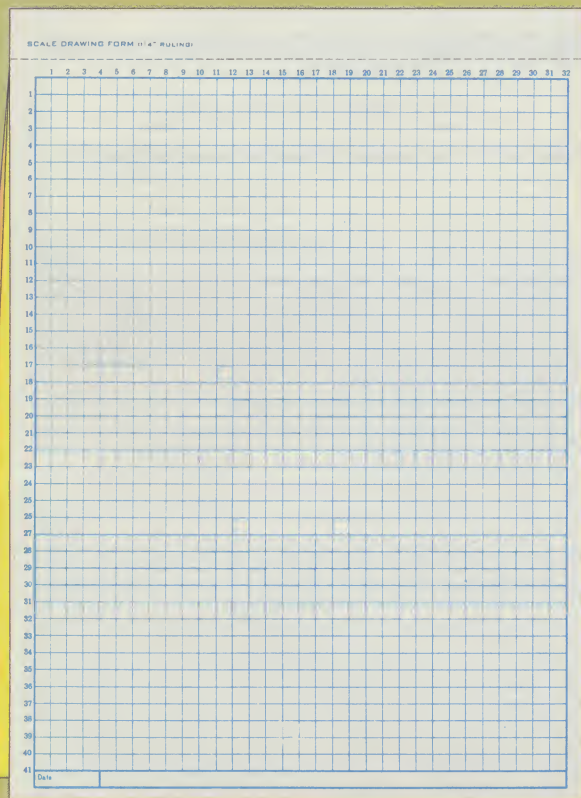
PRICE QUOTATION (Form PQ-R113) Most complete form for including all necessary details of your price quotations. Three parts. You pull yellow copy for follow-up. Customer gets pink and white, and returns white acceptance copy to you. Important feature of terms and conditions which protect you against verbal or unauthorized changes, unavoidable contingencies, overages, shortages, spoilage. Size 8½ x 11 inches.

250	500	1,000	3,000	5,000
\$11.75	\$17.85	\$32.15	\$76.95	\$118.25



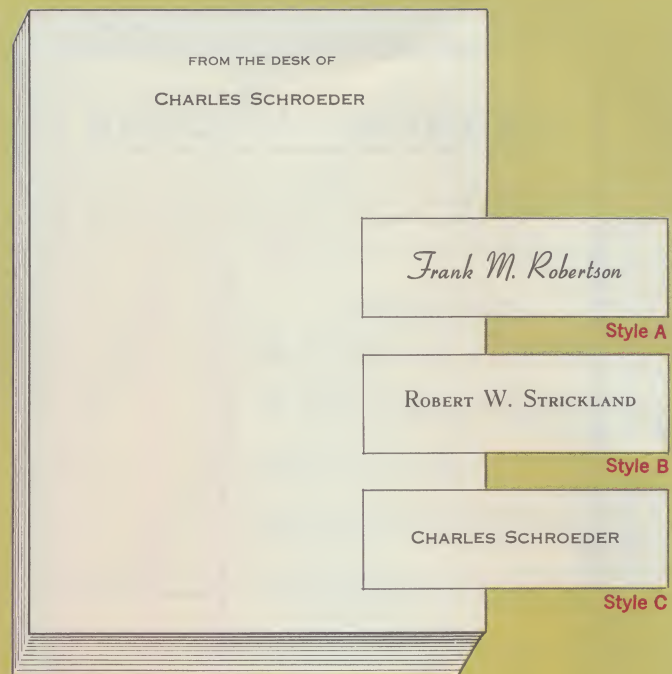
POST-O-GRAMS® are perfect for quick notes and messages where brevity counts. Personalized with your name or company name and address, Post-O-Grams let you save time, postage, envelopes, and stationery, take only a 4¢ stamp, are always ready to use when someone is waiting for a word from you or your company! Buff card stock, 3½ x 5½. (Item PS-35)

PRICES INCLUDE IMPRINTING			
500	\$5.95	1,000	\$9.00
		Add'l 1,000's	
		\$7.50 per M	



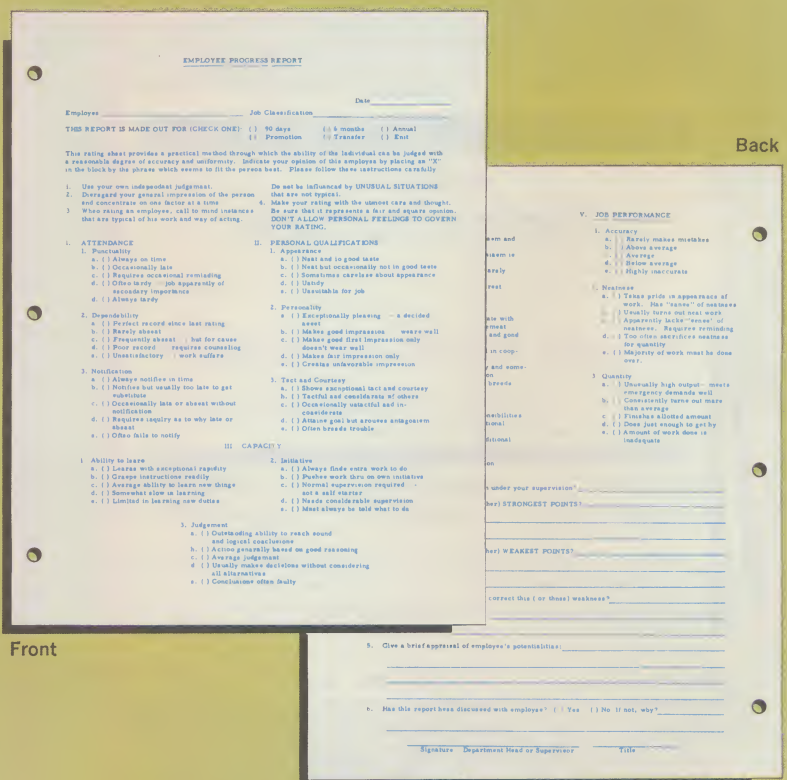
NCR SCALE DRAWING FORM gives clear copies with no carbon paper. Ruled in ¼" squares, this form is used for sketches of plumbing, electrical, heating, and building layouts — is an essential form for many businesses. Helps you sell more jobs, helps workers understand the job, helps you order supplies, and gives you 1 or 2 copies of your proposal. Size 8½ x 11.

	100 Sets	250 Sets	500 Sets	1,000 Sets
Form SD-N112 (2-Part)	5.50	12.50	19.25	32.00
Form SD-N113 (3-Part)	6.95	14.25	24.50	39.00



PERSONALIZED DESK PADS for every man's desk — an all-purpose desk pad that is perfect for memos, notes, comments, requests, etc., and gives a dignified look that commands attention. Personalized with your choice of 3 distinctive type styles on white bond, 4 x 5½, padded in 100's. An indispensable part of every man's well-organized desk. (Item PP-56)

PRICES INCLUDE IMPRINTING				
1,000 Sheets	\$7.50	2,000	\$13.50	3,000
				\$19.50
				5,000
				\$31.25



EMPLOYEE PROGRESS REPORT (Form P-88) A systematic way to rate all employees on the same basis for promotion, pay raises, and on-the-job progress. Rates attendance, personal qualifications, attitudes, initiative, etc. plus subjective analysis of strong and weak points. This form should be a permanent part of Employee Records (see page 29). 8½ x 11, 3-hole punched.

100 Forms	\$3.50	250	\$5.00	500	\$9.50
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TERMS AND CONDITIONS

F.O.B.: Shipments are F.O.B. Dallas, Texas. However, if check accompanies order we pay freight or postage.

On unpaid orders we bill you for the postage with your invoice, large orders are shipped motor freight collect for the freight charges, or we will prepay motor freight charges if requested on formal purchase order.

DELIVERIES: We ship parcel post or by truck, whichever is cheaper . . . orders from stock are shipped within 48 hours. Imprint orders go out within a week to 10 days.

TERMS: Net 30 days. New accounts not rated in Dun & Bradstreet, please give bank and three references. A check with your opening order speeds your order through our credit department. Payment with order also saves you freight or postage charges. Sales tax will be added to orders when applicable.

ADDITIONAL TYPE: Imprint prices include up to four lines of type, printed in the space provided on each form. For additional lines of type in the imprint space, add \$1.00 per line. For extra lines any where else on the form, add a flat charge of \$3.50 up to three lines, plus \$1.00 per line thereafter. For special type style, other than those shown, add \$3.50 to total order.

CUTS: Your cut can be used in place of type or together with type to imprint forms only if (1) it is mounted on a block; and (2) if it fits the standard imprint space on the form you order. There is no charge for using your cut and it will be returned with your order. We can make cuts from your artwork or sharp printed copy. Minimum charge \$6.50. All cuts are returned to you. For unmounted cuts or cardboard mats, the charge is \$6.50 for mounting or casting.

COLORED INK: For colored inks other than black or red used to imprint standard forms, add \$5.00 to your order.

MODIFICATIONS: We cannot remove existing lines or type from a standard snap out form. We can modify forms by putting black lines through unwanted type matter (through the carbon), and inserting new words where desired. Ask for a quotation. If you can use 3000 or more forms it would be best to let us make a custom form for you. Send sample or sketch of what you would like and ask for a quotation.

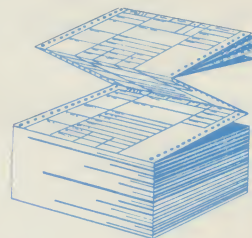
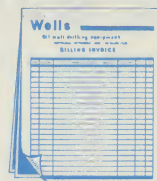
PURCHASE ORDERS: Government offices, schools, institutions, usually require a formal Purchase Order before approving payments. Please abide by their rules if applicable to you, and secure purchase order to accompany your order. Please enclose claim form with order if required by your organization.

PROOFS: Proofs of imprinted order will be sent upon request. Orders for 2000 imprinted forms or more will automatically be proofed.

GUARANTEED: Your satisfaction is unconditionally guaranteed, this means that your money will be promptly refunded if you are not satisfied with your purchase. We will take any steps necessary to guarantee your complete satisfaction with our service and/or products.

SPECIAL FORMS: We specialize in designing special or custom forms for all purposes. There is no obligation when you write us for a quotation.

OUR COMPANY: We have been serving customers by mail for over seventeen years. Our reputation for prompt service and excellent quality is unsurpassed. Bank reference: First National Bank in Dallas. Members: Dallas Chamber of Commerce.



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- Are you using a snap-out or continuous business form that needs changing?
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2. Send us a sketch of what you have in mind.

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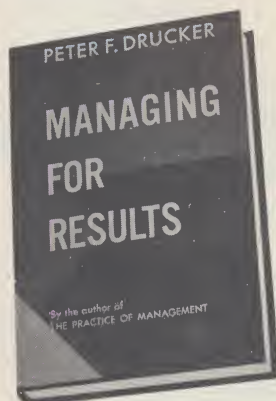
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Schwyn George



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5,000	\$40.50		